

**Office of the Attorney General**  
Human Resources  
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317-232-7979 (fax)



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **DIRECTOR, FINANCE**

### **Summary:**

The director of finance position is responsible for establishing and maintaining financial policies, procedures, controls and reporting systems for the Office of the Indiana Attorney General (OAG). This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The director of finance also oversees cost and general accounting, accounts receivable/collection and payroll and risk management. This position reports to Chief Operating Officer.

### **Duties include:**

1. Guides financial decisions by establishing, monitoring and enforcing policies and procedures.
2. Protects assets by establishing, monitoring and enforcing internal controls.
3. Provides status of financial condition of the OAG by collecting, interpreting and reporting key financial data to the Chief Operating Officer.
4. Ensures compliance with federal, state and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
5. Arranges for audits as required and appropriate.
6. Manages budget and controls expenses effectively.
7. Hires, trains, develops and appraises staff effectively. Takes corrective action as necessary on a timely basis and in accordance with OAG policy. Consults with Human Resources as appropriate.
8. Keeps current on information and technology affecting functional area(s) to increase innovation and ensure compliance.
9. Acts as the OAG Liaison with State Budget Agency and Auditors Office.

**Competencies**

1. Financial Management.
2. Strategic Thinking.
3. Business Acumen.
4. Ethical Conduct.
5. Technical Capacity.
6. Performance Management.

**Supervisory Responsibility**

This position is directly responsible for leading managers of the finance division and indirectly responsible for all employees within the finance division.

**Qualifications:****Required Education and Experience**

1. Bachelor's degree in a business, financial or related field or equivalent work experience.
2. 5 or more years of experience in managing an accounting function in a medium- or large-size company or organization.

**Preferred Education and Experience**

1. Master's degree in a business, financial or related field or equivalent work experience.
2. 10 or more years of experience in managing an accounting function in a medium- or large-size company or organization. *Public sector experience, especially within a State agency, will be highly sought after.*