



JOB DESCRIPTION

JOB TITLE: Vice President of Finance and CFO

DEPARTMENT: Finance

REPORTS TO: Chief Executive Officer

POSITION SUMMARY:

Serves as a member of the Executive Team with responsibility for overall financial management of the Society in accordance with immediate, short-term and long-term goals and strategies set by CEO and Board of Directors, and responsible for implementing and maintaining financial systems, processes and controls needed to support the same. Responsible for analyzing, monitoring, and measuring the financial risks, opportunities, and impact of strategies and initiatives proposed or developed by the Board of Directors, artistic leadership, and Executive Team of the Society. Provides leadership in the general culture and management of the Society and achievement of its strategic initiatives. Analyzes risks and opportunities of alternative types of short- and long-term financing. Develops business models and feasibility studies for strategies and initiatives. Works with the Executive Team and department leaders to ensure optimal allocation of financial resources and accountability for results. Provides leadership and oversight to the IT contractor and makes recommendations on technology for the organization.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Works with the CEO to develop, lead, monitor, and measure the Society's strategic planning process, including the establishment of measurement systems that monitor and measure outcomes of the strategies as approved by the Society's Board of Directors.
- Prepares business models and feasibility studies to enable the Executive Team to evaluate the relative costs and benefits of new and existing strategies and initiatives, including alternatives for funding giving resource constraints.
- Leads the planning and execution of resource allocation, with the goal of concurrent planning among all departments and a budgeting process that emphasizes stewardship of resources at the department level.

- Prepares regular updated forecasts to the approved budgets as needed or requested.
 - Manages the Society's cash flow planning to ensure funds availability.
 - Manages the Society's business risk, including the audit and the establishment of policies, procedures, and controls.
 - Acts as the Society's liaison for ISO Foundation Board, ISO Foundation Investment Committee, ISO Foundation Audit Committee, Pension Committee, Society Finance Committee, Society Audit Committee, overseeing preparation work for all meetings in coordination with respective chairs, supplying financial and other information as required, and preparation of minutes following all meetings.
 - Supports the Board Treasurer and Society's Finance Committee, as requested.
 - Provides overall leadership and skill building for the finance department.
 - Provides leadership and accountability for the Society's IT function.
 - Directly supervises the Society's Controller to ensure timely and accurate preparation of financial reports and tax filings, preparation and sharing of financial information required to support management decision-making, and implementation and maintenance of adequate internal controls.
-

MINIMUM REQUIREMENTS:

B.A. or B.S. in Business or related field; graduate degree preferred. CPA desirable. Minimum of 10 years' experience in senior management, strategic planning, and budgeting required. Investment management expertise. Proven leadership skills required; intermediate level user of Microsoft Excel, Word, Outlook and PowerPoint. This position requires a person who has excellent technical and communication skills, has the ability to deal with multiple projects, and has strong problem solving capabilities.

INTERPERSONAL CONTACTS:

INTERNAL: Frequent contact with all employees, especially the CEO, Executive Team, and department leaders.

EXTERNAL: Frequent contact with board members, bankers, and investment advisors.

CONTENT OF CONFIDENTIAL INFORMATION:

Access to financial data and payroll.

SPAN OF SUPERVISION:

Direct reports – Controller and IT Contractor.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

**Applications for this position should be sent to
jobs@indianapolissymphony.org.**