



Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Ms. Tina Jobe
Chief Financial Officer

Mr. Matt Sprout
Executive Director of Technology

Mr. Jeff Sewell
Executive Director of Operations

Vacancy Notice

Applicants must apply online at www.franklinschools.org

DATE: August 1, 2025

POSITION: Chief Financial Officer/Executive Director of Finance

LOCATION: Corporation-wide

NUMBER OF DAYS PER YEAR: 260 days per year

NUMBER OF HOURS PER DAY: 8 hours per day

DUTIES: See attached job description

REQUIREMENTS: See attached job description

BENEFITS: Administrative benefit plan

SALARY: Commensurate with education and experience

APPLICATION DEADLINE: August 15, 2025

CONTACT: Dr. David Clendening, Superintendent – clendeningd@franklinschools.org

Please submit application via Frontline and also send your letter of interest, resume and responses to the attached questions to Dr. David Clendening.

Dr. David Clendening
SUPERINTENDENT

'All applicants considered for hire after July 1, 2009 must obtain a criminal history background check subject to I.C. 20-26-5-10. This background check must be completed through the Indiana State Police prior to receiving an offer of employment with the cost being borne by the applicant. If selected for an interview, additional information will be provided at the time of interview.'

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

FRANKLIN COMMUNITY SCHOOL CORPORATION

Chief Financial Officer/Executive Director of Finance

Job Description

Job Title: Chief Financial Officer/Executive Director of Finance
Department: Administration/Central Office
Supervised by: Superintendent of Schools, Dr. David Clendenning

Purpose: The Executive Director of Finance is responsible for leading and managing a comprehensive array of programs and processes within the business department. Responsible for the overall accounting functions of the school corporation. Identifies and promotes strategic program planning and development.

Business Office Duties and Responsibilities:

1. Establishes and implements short and long range financial goals, objectives, and policies and operating procedures designed to ensure Guiding Principles are met; monitors and evaluates financial effectiveness and implements changes required for improvement based on current Franklin Community School Corporation Board of School Trustees' financial goals.
2. Provides leadership and supervision in all aspects of the establishment, implementation, promotion, professional development and administration of the business office. Oversees the operations, fiscal integrity and evaluation of all programs administered by the office.
3. Designs, establishes and maintains an organizational structure and staffing to accomplish the organization's goals and objectives in an effective manner; recruits, employs, trains, supervises, and evaluates departmental staff.
4. Manages and develops annual budgets and cost and productivity analyses to guide planning and operations.
5. Collaborates and monitors with all departments in the development and implementation of budgets; participates in operational and planning discussions.
6. Collaborates in the negotiation of the agreement between the Franklin Community School Corporation and the Franklin Community Teachers' Association.
7. Exercises supervision of fiscal activity to ensure internal controls and sufficient fiscal structures are in place to safeguard all institutional funds.
8. Maintains current knowledge of and implements changes based on school corporation policies and procedures, federal policies and directives, and current accounting practices which directly or indirectly impact the school corporation.
9. Exercises broad supervision of unrestricted and fiscal activity to ensure sufficient fiscal controls to safeguard institutional funds while allowing the institution to accomplish its programmatic missions.
10. Oversees the completion of financial statements, annual financial reports, audit activities, and other information reports and requests; ensures accuracy and integrity of financial reporting.
11. Oversees, approves and implements automated financial management systems which support the fiscal and operational functions of the school corporation.
12. Serves as the primary point of contact all financial partnership groups. This includes planning and implementation of all financial strategies including bond issuances, 403(b), 401(a), VEBA, etc.
13. Directs strategies for generating resources and/or revenues for the organization.
14. Manages the corporation approved insurance programs.
15. Acts as advisor to the Superintendent of Schools on all questions relating to the business and financial affairs of the corporation.
16. Attends and presents financial reports at Board of School Trustees' meetings.

17. Serves as the corporation lead on the bi-annual audit conducted by the Indiana State Board of Accounts.
18. Performs other related tasks as assigned by the Superintendent of Schools that are deemed similar, related or logical to the duties of the position.

Program and Process Responsibilities Include:

1. Implements and facilitates, with a transition to leadership, a continuous quality improvement process through the program and service areas, focusing on systems/process improvement.
2. Represents Franklin Community Schools with external constituency groups, including community, governmental, and private organizations.
3. Participates in strategic planning, policy development and problem resolution of complex issues and needs.
4. Provides counsel and support to ensure the corporation's strategy, objectives, goals and performance are effectively communicated.
5. Supports decision-making that creates medium- and long-term improvement.
6. Facilitates key strategic initiatives through all phases of systemic improvement process.
7. Partners with corporation leadership, special committees, and consultants to support execution of key initiatives.
8. Serves as a resource across an organization to increase broad cohesion for strategic plans.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Financial and Budgeting:

- Knowledge of fund accounting as used in public schools or city and state government is preferred.
- EdS, MBA, CPA or PhD preferred.
- Experience with budgeting, goal-setting and long-range forecasting.
- Demonstrates project management skills.

Strategic Planning and Problem Solving:

- Demonstrates systems-thinking and maintains a strong focus on results.
- Identifies, diagnoses, and prioritizes problems and key issues.
- Thrives in achievement-oriented and fast-paced environment.
- Prioritizes and organizes strategies effectively to reach goals.

Communication and Interpersonal Skills:

- Communicates effectively through oral and written mediums.
- Listen and tailor messages for the audience, context, and type of communication.
- Builds and maintains positive relationships.
- Exhibits willingness to have difficult conversations and builds consensus and resolves conflicts effectively.

General Qualifications:

- Extensive people and project management experience.
- Financial or educational experience with six or more years in leadership roles.
- Detail-oriented problem solver with excellent communication and interpersonal skills.
- Ability to learn, multi-task and blend knowledge of other working departments of the organization to ensure successful project completion.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- None or very limited physical effort required.
- None or very limited exposure to physical risk.

Revised Date: 8.2025

Personal Response Questions

Please submit responses to the following questions in 3 paragraphs per less (per question).

1. How do you approach long-range financial planning in an uncertain state or federal funding environment?

2. Give an example of how you would communicate complex financial information to non-financial stakeholders, such as school boards or the public.

3. Describe a time you led an initiative that involved public input or community outreach. What was the outcome?

4. How would you ensure fiscal responsibility while supporting the educational priorities for Franklin Community Schools?

5. In three sentences or fewer, why are you interested in this position?