Updated: June 2026

16 TECH COMMUNITY CORPORATION

JOB DESCRIPTION

POSITION: Vice President of Finance
STATUS: Full-time, Exempt
LOCATION: Indianapolis, Indiana (On-site at 16 Tech)
REPORTS TO: Chief Financial Officer

Organization Overview

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship. Connected to neighborhoods throughout downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home to 300+ entities employing more than 1,200 people. 16 Tech is projected to grow to more than 2.2M square feet of space and 3,000+ jobs. 16 Tech Community Corporation seeks team members who are motivated by and embody its values:

- Innovation and entrepreneurship: We believe innovation is vital.
- Personal connection: We believe places bring people together.
- Inclusivity: We believe everyone can be an innovator.
- Collaboration: We believe collaboration is a winning strategy.
- Community: We believe it's important to be good neighbors.

Where We're Going

As 16 Tech Community Corporation matures, finance and accounting functions must adapt to support both operating excellence and strategic decision-making. This role brings discipline, forecasting clarity, and reporting rigor to a multi-entity organization advancing an ambitious capital plan that enables leadership and the Board to make confident decisions about resources, risk, and growth.

Position Overview

The Vice President of Finance is a senior leader responsible for finance across 16 Tech Community Corporation and related entities. This role leads budgeting, forecasting, and management reporting; owns treasury and liquidity planning; ensures strong controls and audit readiness; and manages the Indianapolis Bond Bank and lender relationships. The Vice President partners closely with the CFO to ensure coordination and clear escalation pathways.

The VP of Finance manages the Director of Accounting/Controller, who leads day-to-day accounting operations, end-to-end audit management, and the accounting team. The VP of Finance ensures the accounting and finance functions are reliable, responsive, and scalable, providing leaders and the Board with clear, timely information to support confident decision-making.

Essential Functions

Financial Planning, Budgeting & Forecasting

- Lead the annual budgeting process, including timeline management, templates, assumptions, cross-functional coordination, and consolidation.
- Own operating forecasts—maintaining rolling monthly and quarterly forecasts of revenue, expense, and organizational cash needs, including scenario planning tied to key drivers and strategic risks. Note: capital and real estate scenario planning is led by the CFO; the VP of Finance partners with the CFO to ensure operating and capital forecasts are integrated.
- Partner with leaders across the organization to strengthen budget ownership, forecasting accuracy, and financial fluency.
- Build and maintain dashboards and KPIs that connect financial performance to operational drivers and sustainability.

Management Reporting & Decision Support

- Deliver clear monthly and quarterly reporting packages for leadership and the Board covering operating performance, forecasts, treasury, and finance function status; highlight variances, drivers, risks, and decisions needed.
- Translate complex financial topics into actionable insights for non-finance leaders.
- Provide financial analysis to support CFO-led capital planning, resource trade-offs, and strategic initiatives — including operating cash and liquidity inputs that connect operations to the integrated capital plan.

Operations Leadership, Controls & Audit Readiness

- Lead and continuously improve the finance and accounting operating rhythm: close calendar, reporting cadence, policy compliance, and cross-functional workflows.
- Manage the Director of Accounting/Controller to ensure strong accounting execution and GAAP-compliant outputs. Oversee and approve the Controller-led internal controls framework, ensuring it reflects the complexity of 16 Tech's multi-entity structure.
- Manage the external audit firm engagement relationship — including partner communications, scope, fees, and contract — and ensure the Director of Accounting/Controller has the resources and organizational support needed to execute audit preparation. Conduct a quality review of significant audit findings prior to Board presentation, in partnership with the CFO.
- Maintain and improve finance policies and SOPs (purchasing/AP approvals, reimbursements, delegation of authority, contracting/payment controls, etc.).
- Provide oversight for the organizational insurance program, which is administered by the Director of Accounting/Controller; review material coverage decisions and ensure insurance-related matters with budget impact are escalated appropriately.

Treasury, Liquidity & External Financial Stakeholders

- Own the treasury function (planning and operations), including short- and long-term cash forecasting, banking relationships (in conjunction with CFO). Note: The Director of Accounting/Controller manages near-term cash management in support of this strategy.
- Lead operational relationship management and reporting cadence with the Indianapolis Bond Bank and lending partners; ensure compliance deliverables related to financing and capital reporting are complete, timely, and accurate.
- Oversee administrative processes tied to financing and capital reporting requirements (e.g., draw coordination and documentation workflows), in partnership with the CFO and Director of Accounting/Controller.
- Manage key finance vendors (banking, audit, tax, and finance tools as applicable) ensuring service quality and cost discipline.

Payroll Coordination

- Oversee payroll coordination with the PEO/provider to ensure payroll timelines, approvals, and accuracy; partner with People/Operations leaders on process clarity.
- Support benefits-related decisions through financial analysis, including cost modeling, renewal/plan-change scenario analysis, and year-over-year trend reporting; partner with People/Operations and the broker/PEO to inform recommendations and budget impacts.

People Leadership & Cross-Functional Partnership

- Lead, coach, and develop a high-performing accounting team with clear roles, expectations, and professional development.
- Create an approachable, service-oriented finance function that balances rigor with responsiveness.
- Contribute to cross-functional planning and accountability rhythms that strengthen organizational performance management.

Other duties as assigned.

Decision-Making Authority

Autonomous Decisions

- Finance calendars and close cadence, reporting formats and standards, internal control framework oversight and approval, routine treasury activities, and team management decisions.
- Indianapolis Bond bank and lender relationship management — including reporting cadence, scheduled compliance deliverables, and operational stakeholder communications. The relationships will be managed in close partnership with the CFO.
- External audit firm engagement management including partner-level communications, scope discussions and fee negotiations.

Collaborative Decisions

- All Budget assumptions and reforecast decisions, reporting narratives to leadership and Board, and process improvements that affect cross-functional workflows.
- Integration of operating and capital forecasts with CFO-led forecasting and planning.
- Material insurance program decisions with budget impact, in partnership with the Director of Accounting/Controller.

- Audit scope and timeline with the Director of Accounting/Controller and external audit partners; quality review of significant audit findings with the CFO prior to Board presentation.
- Internal controls framework changes — reviewed and approved in collaboration with the Director of Accounting/Controller, who designs and implements the framework.

- Grant compliance and funder reporting matters with strategic implications — reviewed in partnership with the Director of Accounting/Controller and escalated to the CFO when material.

Escalation to CFO

- Material variances and risks, policy exceptions, significant control framework issues identified, changes to external financing compliance requirements with the Indianapolis Bond Bank, and any matter with external reputational or Board-level implications.
- Significant audit findings – reviewed jointly with the CFO and discussed with Director of Accounting/Controller prior to Board presentation.
- Material insurance exposures or unresolved compliance issues escalated by the Director of Accounting/Controller.

Success Measures

- On-time monthly close and consistently accurate GAAP-compliant outputs across entities (through the Director of Accounting/Controller-led accounting function).
- On-time monthly, quarterly, mid-year operating and capital reporting, prepared and/or reviewed by the VP together with dynamic MD&A that improves leadership confidence and accountability.
- Strong operating budget participation and improving forecast accuracy over time; enterprise and capital forecasts well-integrated with the CFO.
- Reliable short- and long-term cash forecasting and liquidity management.
- Clean audits, strong internal controls, and timely completion of required external reporting.
- High-performing finance and accounting team with strong service orientation and disciplined execution.
- Insurance program administered reliably by the Director of Accounting/Controller, with material decisions appropriately escalated and resolved.

Qualifications & Requirements

Education

- Bachelor’s degree in accounting, finance, or a related field required (Master’s preferred).

Experience

- 8–12+ years of progressive finance/accounting experience including people leadership.
- Strong GAAP knowledge; experience with nonprofit accounting and multi-entity structures strongly preferred.
- Demonstrated expertise in budgeting, forecasting, and performance reporting.
- Experience supporting external financial stakeholders and compliance/reporting requirements (bond bank, City, debt administration, or similar).

Required Competencies

- Financial Planning & Analysis: Budget leadership, enterprise forecasting and scenario planning (operating), variance analysis, KPI reporting and dashboards. Ability to partner with CFO on capital forecast integration.
- Accounting & Controls: Close discipline leadership, internal controls oversight and framework approval, audit firm engagement management and quality review, restricted funds and grants familiarity (preferred).
- Leadership & Collaboration: People leadership, cross-functional partnership, clear communication to non-finance stakeholders, high integrity and judgment.
- Systems & Continuous Improvement: Process design, documentation/SOPs, improving reliability, speed, and clarity of finance operations.
- Cultural Fit: Mission-aligned, detail-strong and service-oriented, values-driven and collaborative.

Ideal Candidate Profile

You are a rigorous finance leader who builds clarity and trust. You can run a disciplined finance operating rhythm, elevate forecasting and decision support, and improve cross-functional budget ownership. You partner effectively with a CFO who leads real estate and capital strategy, ensuring operating forecasts and capital plans are integrated and decision-ready. You support a high-performing Director of Accounting/Controller providing the relationship management, quality review, and organizational support that makes that work possible. You're steady under pressure and you bring a systems mindset that strengthens the finance function for the organization.

Compensation & Benefits

Salary commensurate with experience. Placement reflects relevant experience, demonstrated capabilities, and organizational considerations. 16 Tech is committed to equitable compensation practices. We determine offers based on role scope and requirements, relevant experience and skills, internal considerations, and market benchmarks—not prior salary history.

Benefits:

- Employer-paid healthcare and dental premiums for employee coverage
- 401(k) Retirement Plan with generous match: 5% employer contribution regardless of employee contribution, plus up to an additional 5% match on voluntary contributions
- Paid Group Life, Short-Term, and Long-Term Disability insurance
- Paid Time Off (PTO), including 17 holidays
- Free parking
- Professional development opportunities and support for continued learning

Equal Opportunity Employer

16 Tech Community Corporation is an equal opportunity employer. We are committed to creating a welcoming and inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.

We are committed to providing reasonable accommodations to qualified individuals with disabilities in the application process. If you need assistance or accommodation due to a disability, please contact us at careers@16tech.com.

Learn more about 16 Tech at www.16tech.com.

Questions? Contact Starla Hart at shart@16tech.com.