

## Controller

<b>POSITION:</b>	Controller
<b>SUPERVISOR:</b>	Vice President for Strategic Financial Administration & Initiatives
<b>DEPARTMENT:</b>	Business Office
<b>LOCATION:</b>	On-campus, located in Tiffin, OH
<b>JOB TYPE:</b>	Full-time
<b>GRANT-FUNDED:</b>	No
<b>SOC Code:</b>	11-3031

### **General Job Description for the Controller:**

Tiffin University is seeking a Controller to serve as the institution's senior accounting leader and steward of financial integrity. The Controller oversees all core accounting operations, financial reporting, treasury and cash management, budgeting support, and audit coordination.

This role is ideal for an experienced accounting professional who thrives in a collaborative environment and is excited to apply strong GAAP-based accounting expertise within a mission-driven organization. While higher education or non-profit experience is welcomed, candidates with transferable experience from corporate, healthcare, or other complex organizations are strongly encouraged to apply.

The Controller plays a critical role in strengthening internal controls, enhancing financial processes, and supporting data-driven decision-making across the University. The position partners closely with senior leadership, Human Resources, and Information Technology to continuously improve systems, reporting, and financial operations.

### **Key Responsibilities for the Controller:**

#### *Accounting & Financial Operations*

- Serve as the University's chief accounting officer, overseeing general ledger, month-end, and year-end close processes, and financial accuracy.
- Develop, maintain, and enhance accounting policies, procedures, and internal controls in accordance with GAAP and applicable regulations.
- Ensure consistent application of accounting standards and best practices across the institution.

#### *Financial Reporting & Compliance*

- Oversee timely and accurate financial reporting for management, the Board of Trustees, and external stakeholders.
- Coordinate and manage the annual external audit, including preparation of financial statements, footnotes, schedules, and supporting documentation.
- Maintain strong audit relationships and ensure successful audit outcomes, including unqualified opinions.
- Oversee compliance reporting, including grants, tax filings, NCAA reporting, and other regulatory



requirements, as applicable.

#### *Treasury, Cash, and Risk Management*

- Monitor cash flow, liquidity, and banking relationships to support the University's financial stability.
- Oversee debt management and treasury activities.
- Continue initiatives to modernize cash handling and support a secure, cashless campus environment.

#### *Budgeting & Strategic Support*

- Collaborate with academic and administrative departments on annual budgeting, forecasting, and financial analysis.
- Provide financial insights and modeling to support strategic planning and institutional decision-making.
- Translate complex financial information into clear, actionable guidance for non-financial leaders.

#### *Leadership & Collaboration*

- Lead, mentor, and develop Business Office staff, fostering a culture of accountability, collaboration, and continuous improvement.
- Serve as a trusted financial partner to campus leadership, providing guidance on financial policies, controls, and best practices.
- Partner with HR and IT to enhance system integration and operational efficiency across finance-related functions.

### **Qualifications & Experience for the Controller:**

#### *Education*

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.
- CPA and/or Master's degree strongly preferred but not required.

#### *Experience*

- Minimum of five (5) years of progressive accounting or financial management experience.
- Experience in complex organizations with strong internal controls, audits, and financial reporting requirements.
- Experience in higher education or non-profit environments is a plus, but not required.

#### *Skills & Competencies*

- Strong working knowledge of GAAP and financial reporting standards.
- Demonstrated success managing audits, internal controls, and compliance requirements.
- Proficiency with enterprise accounting systems (experience with Sage Intacct, Solver, PowerCampus, Colleague, or similar systems is beneficial).
- Effective people leader with the ability to mentor, develop, and motivate staff.
- Excellent analytical, problem-solving, and project management skills.
- Strong written, verbal, and presentation skills, with the ability to communicate complex financial concepts clearly.
- High level of integrity, discretion, and sound judgment.
- Comfort leveraging technology to improve financial processes and reporting.



## Why Join Tiffin University?

Tiffin University offers a collaborative, mission-driven environment where your financial expertise directly supports student success and institutional growth. We value innovation, transparency, and partnership—and provide the opportunity to make a meaningful impact.

At Tiffin University, we believe in taking care of our employees. That's why all full-time employees enjoy a comprehensive benefits package designed to support their health, financial security, and work-life balance:

- Medical, dental, and vision insurance to keep you and your family healthy.
- Health Savings Account with annual employer incentive contribution & Flex Spending Account with options to save pre-tax dollars for medical, dental, and vision expenses.
- Employer-paid basic life insurance and long-term disability, plus voluntary plans for supplemental life insurance and short-term disability.
- A 403(b) retirement plan with employer matching contributions to help you plan for the future.
- Generous paid annual and sick leave, plus paid holidays throughout the year.
- Educational tuition benefits for you and eligible family members.
- Access to a confidential Employee Assistance Program (EAP) for personal and professional support.

*Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.*



*Tiffin University is an Equal Opportunity Employer*