

## **POSITION POSTING**

**POSITION:** Controller  
**REPORTS TO:** Vice President for Business Affairs, Chief Financial Officer, and Treasurer  
**DATE POSTED:** April 6, 2018  
**DATE AVAILABLE:** Immediate  
**REQUISITION NUMBER:** 2018440

**Summary/Objective:** This posting is for a full-time, 12-month, 40 hours per week, exempt position. The Controller is responsible for the integrity and accuracy of the financial accounting system and is responsible for the accurate and timely dissemination of financial management reports including, but not limited to, internal and external monthly financial statements, and annual audits and annual budgets.

### **Required Education and Experience:**

1. Bachelor's degree in finance or accounting.
2. At least 5 years of experience at a professional level in a university or non-profit budget analysis and forecasting function.
3. Experience supervising staff.

### **Preferred Education and Experience:**

1. MBA or CPA preferred.
2. Strong facility with financial application technology, with proficiency in the following software or a comparable system preferred:
  - Microsoft Office Suite
  - Budget Pak (or similar budget software system)
  - Workday ERP solution

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assure tax compliance to assure the accurate and timely completion of all tax returns taking full advantage of all favorable tax codes.
2. Communicate with external auditors on issues requiring professional guidance. Prepare work papers and schedules for the annual external audit.
3. Oversee the activities of the disbursement department, ensuring the accurate and timely processing of accounts payable, purchase orders, petty cash, employee expense reports and cash control.
4. Ensure the implementation of systems and internal controls to support the integrity of the financial operations.
5. The Controller is an attending participant in the University's Board of Director's Business Affairs Committee and in the Audit Committee
6. Manage Disbursement department personnel.
7. Supports the integration of the University finance system (WorkDay) with financial operations.
8. Duties include development, interpretation and application of fiscal policies and procedures in accordance with federal, state, and university regulations and policy.

9. Establish and maintain systems and controls that verify the integrity of all systems, processes and data, and enhance the University's value.
10. Works collaboratively with internal and external constituents to ensure efficient use of University resources while providing a high level of customer service.
11. Respond to Vice President of Business Affairs, CFO, Treasurer as assigned with accurate and timely work to facilitate his financial needs.
12. Participate in a wide variety of special projects and compile a variety of special reports.
13. Communicate with co-workers, management, clients and others in a courteous and professional manner.
14. Conform with and abide by all regulations, policies, work procedures and instructions.
15. Monitor budgets, cost centers, restricted funds and cash flow and all things that affect University Cash and Liquidity.
16. Perform all other duties deemed appropriate for the position.

**Competencies:**

1. Financial Management.
2. Technical Capacity.
3. Performance Management.
4. Ethical Conduct.
5. Communication Proficiency.
6. Personal Effectiveness/Credibility.
7. Thoroughness.
8. Collaboration Skills.
9. Flexibility.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinet and bend or stand as necessary.

**Travel:**

Minimal travel expected for this position. A valid US Drivers' license with a safe driving record is required.

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The Office of Human Resources will accept complete applicant files for Requisition Number 2018440 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer  
Male/Female/Disabled/Vet.