



California
Institute of
Advanced
Management

Department: Human Resources
humanresources@ciam.edu

Controller Job Listing

Job Title: Controller
Department: Finance
Status: Full-time, Exempt
Type: Hybrid (four days on campus; one day remote)

The California Institute of Advanced Management (CIAM) is a nonprofit graduate university that produces socially responsible and globally oriented business leaders who will make positive changes in their communities. CIAM values and promotes a culture respecting ethics, integrity, and the fulfillment of duty to our constituents, employees, and society. These are values that flow directly from the wisdom and philosophy of Peter F. Drucker.

JOB SUMMARY

The Controller oversees all financial and accounting activities for CIAM and reports directly to the President. This role is responsible for the integrity, transparency, and sustainability of the University's financial operations, including accounting, financial reporting, budgeting support, and internal controls.

As a key member of the leadership team, the Controller acts as a trusted advisor to the President and provides clear, timely, and decision-ready financial information to the President and the Board of Trustees. This role requires a balance of high-level management and "hands-on" day-to-day accounting functions. The Controller plays a critical role in ensuring sound stewardship of institutional resources in support of the University's academic mission.

ESSENTIAL RESPONSIBILITIES

Financial Oversight and Reporting:

- Serve as the primary internal financial expert supporting the President in communications with the Board of Trustees and Board committees (e.g., Finance or Audit Committee)
- Prepare and present monthly, quarterly, and annual financial statements, dashboards, variance analyses, and audit-related materials for Board and committee meetings
- Support the President in responding to Board inquiries related to financial performance, controls, risks, and long-term sustainability
- Ensure financial information presented to the Board is accurate, clear, and aligned with strategic priorities
- Oversee all accounts, ledgers, and reporting systems to ensure compliance with GAAP standards and nonprofit regulations

- Prepare month-end and year-end closing reports.

Accounting and Financial Operations

- Oversee all accounting activities, including general ledger, accounts payable and receivable, payroll, tuition revenue, cash management, and fixed assets
- Ensure compliance with GAAP, nonprofit accounting standards, and internal financial policies
- Maintain fund accounting for restricted and unrestricted funds, grants, and donations
- Perform monthly bank reconciliation for all accounts.
- Supervise Staff Accountant

Payroll and Benefits Operations

- Oversee all payroll services, ensuring accuracy, regulatory compliance and timely processing
- Manage the end-to-end payroll cycle, including calculating earnings, deductions, and net pay, ensuring accurate and timely disbursement.
- Manage payroll software systems and implementing efficiencies to improve the effectiveness of the accounting operations
- Ensure the company 401(k) plan complies with ERISA, IRS and Department of Labor (DOL) regulations
- Serve as the primary contact or staff liaison for the 401(k) Plan.
- Ensure timely onboarding of employees to the plan and compliance with participant disclosures.

Budgeting, Analysis, Forecasting & Planning

- Support the development of the annual operating budget in collaboration with the President and senior leadership
- Monitor budget-to-actual performance and provide variance analysis and explanations for leadership (on a monthly basis) and Board review (at least twice per budget year)
- Assist with multi-year financial projections, scenario planning, and financial sustainability analysis
- Develop cash flow forecasts to ensure institutional liquidity
- Support and partner with all budget managers to effectively manage their budgets and monitor the university's overall financial performance.

Audit, Compliance & Risk Management

- Manage the annual independent audit, including preparation of schedules and coordination with external auditors
- Ensure compliance with all applicable federal, state, and local financial reporting and tax requirements, including Form 990
- Maintain and strengthen internal controls, policies, and procedures to safeguard institutional assets prevent fraud
- Serve as the primary liaison with external auditors, tax advisors, and regulatory agencies

Revenue, Tuition & Grants Oversight

- Oversee accounting and reporting for tuition and fees, grants, donor-restricted gifts, and scholarships
- Ensure accurate billing, collections, reconciliation, and revenue recognition
- Partner with admissions, student services, and Academics to support revenue-related processes and controls
- Team Leadership & Institutional Collaboration
- Promote financial transparency and fiscal responsibility across departments
- Support a collaborative, mission-driven culture within a small academic institution

KNOWLEDGE, SKILL, AND ABILITIES

- High integrity, discretion, and professionalism
- Ability to translate complex financial data into clear, accessible information for non-financial stakeholders
- Strong organizational skills and attention to detail
- Commitment to the mission of education and nonprofit service

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field
- 5–7 years of progressive accounting or finance experience
- Strong knowledge of GAAP, nonprofit fund accounting, and internal controls
- Experience managing audits and preparing financial statements
- Advanced Excel skills and experience with accounting systems

Preferred Qualifications

- CPA and/or MBA
- Experience in higher education or nonprofit organizations
- Experience preparing financial materials for Boards or senior executive audiences
- Title IV Compliance:
 - Proven experience managing federal student financial aid (Title IV) in compliance with Department of Education regulations.
 - Familiarity with the Return of Title IV Aid (R2T4) process and student eligibility verification.
- Software Proficiency: MS Office Business Central and Paycom

BENEFITS SUMMARY

Salary will be commensurate with experience and internal equity. Comprehensive Benefit Plan available:

- Medical: Kaiser Permanente

- Dental: Delta Dental
- Vision: VSP
- Flexible Spending (FSA): The Advantage Group
- 401K retirement plan with Transamerica
- Tuition Remission program for employee, spouse, and dependent children.
- Personal time off (PTO) plan
 - 12 Paid holidays and Winter Break

Employment is contingent upon successful completion and clearance of a background check and employment verification.

SALARY RANGE

\$95,000.00 - \$105,000.00/Yr.

Additionally, CIAM's Annual Safety and Security Report 2022-2024 report is available to you. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at <http://ciam.edu/new/campus-safety>. You may also request a paper copy from the Student Services/ Title IX office.