Assistant Controller - Procurement & Accounts Payable

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Indiana Wesleyan University
in Marion, IN

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Type: Full-Time
Posted: 11 days ago
Application Due: 01/25/2026
Category: Business and Financial Services
Job Title: Assistant Controller - Procurement & Accounts Payable

Reporting Relationship: AVP of Finance

Unit: Central Administration

Department: Controller-Central Administration

Campus Location: Elder Hall, Marion, IN

Summary of Position: The Assistant Controller is primarily responsible for overseeing and strengthening the organization's procurement and accounts payable functions within the broader controllership and finance framework. This role ensures strong financial controls, regulatory compliance, accurate financial reporting impacts, and efficient procure-

to-pay operations. The Assistant Controller partners closely with Accounting, Finance, Legal, and Budget to optimize vendor relationships, manage risk, and drive cost and process efficiencies. This position would support the Controller's Office accounting operations and strategic initiatives in finance.

Duties and Responsibilities

- Procurement Oversight & Financial Governance
    - Provide financial leadership over purchasing activities to ensure alignment with budgetary controls, cash flow objectives, and organizational strategy
    - Establish and enforce procurement policies, approval thresholds, and internal controls consistent with accounting and audit standards
    - Analyze procurement spend, cost trends, and savings initiatives; report findings to the Controller and senior finance leadership
    - Ensure purchasing activities are accurately reflected in the general ledger and financial statements
- Contract Review & Vendor Management
    - Review and approve vendor contracts from a financial and risk perspective, ensuring compliance with accounting policies, internal controls, and regulatory requirements
    - Partner with Legal, Risk, and Operations to evaluate contract terms, payment structures, and financial exposure
    - Oversee vendor master data integrity and maintain a centralized contract and supplier management system
    - Monitor vendor performance, pricing compliance, and contractual obligations
- Accounts Payable Oversight
    - Direct the accounts payable function, ensuring timely, accurate, and compliant processing of invoices, payments, and accruals
    - Oversee invoice matching, coding, approvals, and payment runs in accordance with internal control standards
    - Implement and maintain controls to prevent fraud, duplicate payments, and errors
    - Manage AP aging, optimize payment terms, and support working capital and cash management objectives
    - Coordinate AP activities with month-end close, audits, and financial reporting requirements

- Systems, Controls & Process Improvement
    - Evaluate and enhance ERP, procurement, and AP systems to improve accuracy, efficiency, and auditability
    - Lead or support system implementations, upgrades, and automation initiatives related to procure-to-pay processes
    - Identify opportunities for automation, digitization, and AI-enabled solutions to strengthen controls and reduce manual effort
    - Partner with IT to ensure data integrity, system security, and reliable reporting
- Team Leadership & Development
    - Lead, coach, and develop procurement and accounts payable staff within a controlled accounting environment
    - Establish performance expectations, conduct evaluations, and support professional growth
    - Promote a culture of accountability, continuous improvement, and compliance

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement.

Education

Bachelor’s degree in Accounting, Finance, Business, Supply Chain Management, or related field required

Experience

- Five or more (5+) years of progressive experience in accounting, procurement, and/or accounts payable, including at least three (3) years in a supervisory or management role
- Strong experience with ERP systems and procure-to-pay or AP automation platforms

Required Skills

- Strong understanding of accounting principles, internal controls, and audit requirements
- Proven experience in vendor contract review and financial risk assessment
- Advanced analytical and systems-thinking skills
- Ability to lead cross-functional initiatives and manage change
- Excellent written and verbal communication skills
- High level of integrity, attention to detail, and ownership
- Strong organizational and project management capabilities

IWU Kingdom Diversity Statement

IWU, in covenant with God's reconciling work and in accordance with the Biblical principles of our historic Wesleyan tradition, commits to build a community that reflects Kingdom diversity. We will foster an intentional environment for living, teaching and learning, which exhibits honor, respect, and dignity. Acknowledging visible or invisible differences, our community authentically values each member's earthly and eternal worth. We refute ignorance and isolation and embrace deliberate and courageous engagement that exhibits Christ's commandment to love all humankind.

LIMITATIONS AND DISCLAIMER

As a religious educational institution operating under the auspices of The Wesleyan Church, Indiana Wesleyan University is permitted and reserves the right to prefer employees on the basis of religion (42 U.S.C., Sections 2000e-1 and 2000e-2).

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.
Indiana Wesleyan University is an Affirmative Action / Equal Opportunity Employer that does not discriminate on the basis of race, sex, color, national or ethnic origin, disability, age, veteran status, or any other status protected by law, in the administration of its educational policies, scholarship and loan programs, athletic and other administered programs, and all phases of employment, including hiring, promotion, demotion, treatment during employment, rates of pay or other compensation, and termination of employment. As an equal opportunity employer, Indiana Wesleyan University is committed to compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders except as claimed in a filed religious exemption. Indiana Wesleyan University affirms its position as a Christian University of the liberal arts and asserts its rights to employ persons who subscribe to the intent, mission, and doctrinal position stated in the university catalog. The President, the Administrative Officers, and all persons who have hiring authority will maintain and implement personnel policies and practices to assure that affirmative action/equal opportunity is being actively implemented and that no employee or applicant for employment or promotion shall suffer any form of discrimination. Indiana Wesleyan University will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities so long as doing so does not cause Indiana Wesleyan University an undue hardship.

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