



The Peninsula Club

Controller

Position Overview

The Controller will be joining the executive team at The Peninsula Club whose mission is to provide an exceptional club experience for members and guests. This position reports directly to the Chief Operating Officer/General Manager and is responsible for day-to-day financial and human resource operations while working closely with the Finance Committee, Treasurer of the Board, the Club's Human Resource Outsourcing Company and Chief Operating Officer/General Manager on the Club's financial and human resources goals and objectives.

In addition to leading all financial and human resources functions in the operation, the Controller, under the direction of the Chief Operating Officer/General Manager will lead the preparation of the annual operating and capital budgets. The Controller will work with the Chief Operating Officer/General Manager to identify budget initiatives and objectives, preparing plans and recommendations to the Finance Committee for the Board of Directors ultimate approval. These plans will be supported with analytic research, sound reasoning and well-conceived tactics. The position is an executive team member and considered a high profiled level position in the organization, which demands exceptional communication to the staff members, Committees and Board.

The Peninsula Club Mission Statement

To provide an exceptional lakefront, resort-style country club experience for our membership, their families and guests in a welcoming and friendly environment.

About The Peninsula Club

Located at the intersection of real life and a dream, The Peninsula Club is Lake Norman's premier private member owned Country Club. The Peninsula Club is situated just north of Charlotte, North Carolina, in the upscale Peninsula Community. The Peninsula Community rests along 11 miles of Lake Norman shoreline, offering the perfect retreat for anyone who desires the good life. The Peninsula Club is the heart of the Community with a spectacular 35,000 square foot Clubhouse and Rees Jones designed Golf Course overlooking Lake Norman.

The Peninsula Club is the perfect addition to the Lake Norman Lifestyle. Since its founding, The Peninsula Club has seen its membership expand to a diverse group of ages, interests and backgrounds. From exciting new golf, tennis and fitness programs to varied dining and family events, the Peninsula Club staff is committed to meeting the changing needs of an evolving member population.



The Peninsula Club

Essential Duties/Responsibilities

- Provides clear and consistent financial vision to each member of the leadership team. Ensures that each member of the team has the appropriate and necessary tools to accomplish the desired financial objectives, while providing regular guidance and evaluation of outcomes.
- Evaluates operating results in terms of costs, budgets, and policies of operation, trends with a focus on increased revenue opportunity and expense control resulting in a higher level of member satisfaction.
- Maintains all accounting records and is responsible for development, analysis and interpretation of all financial and operating information.
- Manages cash flow, including timely collection of receivables and payment of invoices and other obligations.
- Oversees member billing and collection procedures in addition to monitoring collection of past due accounts and prepares monthly delinquent notices
- Oversees inventory control analysis
- Leads and manages all aspects of human resource, IT Systems and Club Software for the facility - including processing and maintaining payroll, benefits administrations, policies and procedures and maintaining personnel files.
- Develops policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develops, establishes and administers procedures and systems pertaining to financial matters; prepares financial statements, forecast and analyzes for all administrative and managerial functions.
- Conveys information in an articulate, well-conceived and well-written manner
- Ensures that financial operations are operated in accordance with all applicable local, state, federal laws and US GAAP
- Supervises and/or completes Federal and State tax reporting requirements, insurance reports and others reports required by the government
- Attends and prepares reports for meetings of the Finance Committee and others as directed by Chief Operating Officer/General Manager



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Experience, Qualifications and Requirements

- Bachelor's degree from a four-year college or university in Accounting/Finance
- CPA Certification preferred but not required
- Excellent financial, organizational and leadership skills
- Minimum 5 years' experience, club industry preferred but not required
- Working knowledge of Microsoft Office products required; JONAS accounting and POS software is a plus

Supervisory Responsibilities

- Directly supervises the Accounting Assistant and Employee Services Coordinator

Benefits Include:

- Medical, Dental and Vision Insurance
- 401(k)
- Employee Meals
- Holiday Pay

Please submit a cover letter with your resume to GM@thepeninsulaclub.com