

# Job Opening

## **Job Description:           CONTROLLER   Roaring Gap, NC**

Private club in the North Carolina Mountains has an opportunity for a long term, team-oriented individual for the role of Controller. The ideal candidate will have four or more years of accounting experience and be a person of impeccable character and integrity. The Controller reports directly to the General Manager and is responsible for all functions of general accounting, financial reporting and budgeting, as well as Human Resources and Information Technology functions.

Specific duties include:

Ensure the day-to-day operations of the Accounting department are seamless consistent, efficient and supportive of the Club's mission.

Adhere to established policies that enhance control and coordination of accounting, auditing, budgets, banking, taxes and related activities and records.

Prepare financial statements, forecasts and analyses for all administrative and managerial functions.

Develop, analyze and interpret statistical and accounting information and provide management with timely information to assist in leading the Club in a financially prudent and successful manner.

Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and net income improvement opportunities and make recommendations to the General Manager.

Mentor office staff. Build upon the traditions of the Club while developing quality and well-respected office professionals.

Manage the Human Resources and Information Technology functions.

Be appropriately visible within the Club operation, ensuring well-coordinated delivery of Key Performance Indicators to Club Department Heads.

Supervise and mentor one in accounting and work collaboratively with colleagues.

Prepare and present timely financial reports to the General Manager and Board of Directors.

Be an ambassador for the financial security of the Club. Support a progressive and best practices focused environment by concentrating on the exchange of information and development of reports allowing departmental leaders to improve the member experience.

Operate within the annual operating and capital budget for Club operations.

This position requires outstanding judgment skills and the ability to handle sensitive and confidential matters professionally. Salary will be commensurate with experience and qualifications. Benefits include, health, dental, life insurance, 401k with Club match, vacation and performance bonus.

This position requires a BS in Accounting or equivalent. A CPA is a plus. Recent club, hospitality or retail accounting experience is desired. Must be a savvy user of accounting software, Excel, Word and PowerPoint. Experience with Jonas software and point of sale systems is desired.

Please submit your resume and why you are interested to:

Steve Plummer, General Manager  
splummer@roaringgapclub.com