

## Controller

The Controller supervises all accounting and administrative functions and directly assists the General Manager on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. Develops policies to control and coordinate accounting, auditing, budgets, taxes and related activities. Records, develops, establishes and administers procedures and systems pertaining to financial matters. Evaluates operating results for costs revenues, budgets, policies of operation, trends and increased profit possibilities. Serves as liaison to the Finance Committee and Board of Directors. Hires, trains and supervises accounting personnel and is responsible for their professional development.

## Duties

### *Essential Functions:*

- Formulate, receive and recommend policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payroll, tax matters, compilation of statistics and office methods and procedures.
- Maintain trial balance and general ledger. Prepare related journal entries to general ledger. Prepare monthly account reconciliations to the general ledger, including bank account reconciliations, prepaids, deposits, accruals, inventories depreciation and fixed assets.
- Prepare monthly financial statements, including the income statement, balance sheet, cash flow statement, and capital expenditure report.
- Prepare operating and capital budgets and financial forecasts in coordination with the various committees, departments, General Manager and Treasurer; analyze financial information, monitor budgeted versus actual expenditures and advise management about variances and their potential causes; recommend corrective actions to help assure that budget goals are met.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks. Maintains operating and capital funds and invest all excess funds to provide better cash flow.
- Establishes and maintains tournament accounting records and financial statements.
- Monitors collection of past due accounts, advises General Manager and Board when difficult situations may arise.
- Oversees the membership process and ensures outlined processes are followed. Ensures proper initiation fees are billed and collected and redemption of equity is paid in accordance of the Club's Bylaws.
- Prepare year-end reconciliations and documentation required for club external auditors. Works with the Club's external auditors to assure that Club procedures are consistent with generally accepted accounting principles and industry standards.
- Prepare minutes of Board meetings and other Committee meetings as assigned in a timely fashion. Also responsible for preparation of all Board and various Committee meeting materials.
- Prepare a full report of the year's financial operations.
- Attend monthly Board, Finance Committee and other meetings as required.
- Responsible for all I.T. related matters. Work with outside I.T. providers to make sure systems are working properly and efficiently. Must be proactive in ensuring I.T. security is in place and up-to-date.

- Ensure that all taxes are filed correctly.
- Oversee member billing and collection procedures.
- Negotiate and administer employee benefits including health and life insurance, 401K plan and workers' compensation; gather information and assist the General Manager in making decisions about employee benefit plans.
- Compile cost and coverage analysis on property and casualty insurance to protect the club's assets and properly maintain record of insurance.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Direct and verify inventories for beverages, food, chemicals, pro shop, equipment, furnishings, etc.
- Direct supervision and oversight of accounting, administrative and human resources functions.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.

***Additional Job Duties:***

- Instruct department heads and managers in finance and accounting procedures.
- Interact with members and member committees as needed.
- Perform other duties as assigned.

**Job Requirements**

***Required:***

- Background in hospitality accounting.
- Bachelor's degree in accounting, finance, or related area.
- Proficient in Microsoft Office.
- Strong organizational skills.
- A minimum of 2 years of prior experience in a club environment or hospitality related industry in accounting or finance.
- Previous supervisory experience.

***Preferred:***

- A minimum of 5 years accounting experience in a private club.
- Proficient in Jonas Club Management software.

**Physical Demands and Work Environment**

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.