

I. Position

Controller

II. Related Titles

Accountant; Office Manager; Director of Finance; Chief Financial Officer; Director of Financial Services

III. Reports to: General Manager

IV. Job Summary (Essential Functions)

Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters. Prepare financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting records; develop, analyze and interpret statistical and accounting information. Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Supervise the staffing, scheduling, training and professional development of department members. Manages the AR/AP and Human Resource functions of the club.

V. Job Tasks (Additional Responsibilities)

1. Directs financial operations of the club.
2. Formulates, receives and recommends policy proposals for approval relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
3. Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
4. Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
5. Prepares operating budgets and financial forecasts in coordination with the various committees, departments and general manager; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
6. Works with the club's external auditors to assure that procedures are consistent with club policies.
7. Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
8. Directs, participates in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
9. Verifies that all insurance records for club property are properly maintained.
10. Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts.
11. Informs and advises other department heads about the financial aspects of their responsibilities.
12. Prepares or supervises preparation of applicable federal, state and local tax returns.
13. Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
14. Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
15. Selects, trains, supervises, schedules and evaluates accounting staff.
16. Negotiates and maintains contracts for maintenance of computers and office equipment.
17. Attends monthly board, finance committee and other meetings as required.
18. Oversees member billing and collection procedures.
19. Compiles, approves and maintains credit applications for vendors.

20. Negotiates and administers employee benefits including health and life insurance, pension plans and workers' compensation; gathers information and assists the general manager in making decisions about employee benefit plans.
21. Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
22. Manages assigned projects as they relate to the department and club's needs.
23. Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
24. Audits all cash and charge expenditures.
25. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
26. Establishes and maintains tournament accounting records and financial statements.
27. Maintains investment program; invests all excess funds on a timely basis to provide better cash flow.
28. Monitors collection of past due accounts, advises general manager and board when difficult situations may arise.
29. Manages the issuing of membership certificates, recovers certificates from terminating members and conveys to new members; cancels and redeems certificates and makes appropriate collections and refunds.
30. Interacts with the club's external accounting (CPA) firm as necessary.
31. Monitors accounts receivable and takes action according to established club policies and procedures.
32. Prepares a full report of the year's financial operations for presentation at the annual meeting.
33. Works with the general manager and department heads to plan and manage capitol budgets and cash flow statements.
34. Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
35. Reconciles bank statements.
36. Maintains necessary procedures for confidentiality relating to club and employee issues.
37. Negotiates and acquires property and casualty insurance to protect the club's assets.

VI. Human Resources

Directs the Human Resource functions of the club

1. Manages all payroll related activities to ensure federal and state compliance.
2. Maintains the club's 401K retirement plan
3. Manages the club's group health & dental employee plan and other related benefit programs.
4. Manages the club's personnel program; assists in development and implementation of applicable policies and procedures; processes various labor staffing reports; coordinates software applications to generate required information.
5. Develops and places recruitment ads; plans recruitment strategies; assists with the interview process
6. Coordinates all employee record-keeping functions; oversees on-going case management and reporting compliance.
7. Manages the club's group insurance, unemployment and related benefits programs; communicates benefits information with staff.
8. Advises line managers about discipline, discharge and related employment matters.
9. Coordinates transfer, promotion and layoff strategies within the club.
10. Assists with organizing employee activities such as the holiday party and other outings as appropriate.
11. Compiles and adheres to departmental budget; takes corrective actions as necessary to help assure that budget goals are met.
12. Oversees all work-related injury claims to ensure integrity, on-going case management and reporting compliance.
13. Notifies terminated employees about COBRA rights; regulates all time constraints after termination.
14. Maintains OSHA-related logs and reports.

VII. Supervises

Bookkeeper, Assists with supervision of receptionists and other office personnel as required

VIII. Reports to

General Manager, Club Treasurer

X. Knowledge, Experience and Abilities

1. Bachelor's degree with concentration in business administration or accounting.
2. 5+ years of professional accounting experience with at least 2+ years as a Controller or equivalent position.
3. Demonstrated ability to utilize advanced excel skills for higher level data analysis and data manipulation.
4. Strong analytical and problem-solving skills.
5. Excellent communication skills, including the ability to read, write and communicate verbally.
Comprehension of detailed instructions, and ability to compose professional correspondence is required.
6. Ability to effectively present information in a variety of settings from one-on-one to full club membership.
7. Must be proficient in Microsoft Office Suite, e-mail, web browsing. Proficiency in the Club Essential or Jonas Club Systems platforms preferred.
8. Detail Oriented and Highly Organized.
9. Ability to work independently with minimal supervision.