



MINNEAPOLIS CLUB

Title of position: Controller/CFO

Department: Account Operations and Management

Reports to: CEO/GM

FLSA Status: Exempt

Direct Reports: Accounting Associate, IT, Human Resources

Job Summary:

This is an extraordinary opportunity for a hands-on Controller/CFO, a key member of the Senior Management Team at the Minneapolis Club. The Minneapolis Club was founded in 1883 by Minnesota business and civic leaders. Some of the original founders were John Pillsbury and Charles Loring. The Minneapolis Club has been in its current location since 1909, celebrating over 142 years in existence. The Club has hosted many prominent individuals during its history. The Minneapolis Club is a downtown hub for business, fitness, fine dining, private events, networking and socializing. It is also home to Charlie's restaurant.

The Controller/CFO will be a key contributor to the Club's long-term success, driving financial strategy, maintaining fiscal health, and ensuring operational efficiencies. This role demands a strong leader with innovative problem-solving, and the ability to work collaboratively with the executive team and department heads to achieve the club's strategic objectives.

Responsibilities:

- Partners with the CEO on all operational and financial issues
- Maintains cash flow, bank accounts and monthly bank reconciliation
- Provides recommendations based on financial analysis and projections and revenue/expense analysis
- Manages the membership database operations, dues billing, past dues charges, group billings, installment billings of initiation fees and food minimums
- Oversees monthly member billing/invoice preparation. Also, monthly auto-ACH member payment processing
- Maintains depreciation schedules
- Prepare individual P&L analysis for large club events
- Establishes and maintains relationships with external expert partners including banking, legal, and insurance
- Articulates a vision for the Club's finance and IT programs that aligns with the vision for the club as a whole



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- Prepares all audit workpapers and works with public accounting firm to complete annual independent audit
- Works with external auditors to ensure compliance with club policies and industry standards while preparing audited financial statements
- Annual License application and submission: Food/Liquor
- Identify and advise CEO, President, Treasurer and Board of Governors on all important matters
- Attends all Finance Committee and Leadership meetings, potential Board Meetings as requested
- Safeguard all funds in bank accounts; assures that revenues are properly and correctly deposited and supervise the drawing of all checks
- Verify that insurance records for the club property are properly maintained
- Direct or prepare the monthly trial balance and financial statements, including income statement, balance sheet and statement of changes in financial condition with supporting schedules and other data necessary for financial reports and records
- Prepares operating budgets, capital budgets, financial forecasts and cash flow forecasts in coordination with various departments and CEO
- Involved in developing budgets for specific capital projects
- Analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and potential causes, and recommends corrective actions to assure budget goals are met
- Prepare accounting reports as necessary and appropriate for the dissemination to the board of directors, finance and executive committees
- Direct and verify the taking of inventories for beverages, food, supplies, equipment, furnishings, fitness shop inventory, and other club assets
- Reconcile monthly ledgers including receivables, payables, bank statements, and other asset accounts, and wage accounts
- Audit all cash and charge expenditures
- Verifying all accounts are in good standings and unnecessary charges for late fees are not being accumulated
- Maintains necessary procedures for confidentiality relating to the club and its employees
- Maintain investment program, invests excess as prescribed by club Board of Directors
- Prepares or supervises the preparation of applicable federal, state and local tax returns
- Assists and advises Human Resources in key sensitive areas such as discipline, discharge, and employment matters
- Assists and advises Human Resources on the club's group insurance plans, employee benefits and compensation



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- Manages and maintains the club's 401k retirement plan
- Advises and assists Human Resources with Workers' Compensation, unemployment or medical claims filed by employees or employment verification
- Maybe assigned other duties or responsibilities that are not outlined in this agreement as necessary

Competencies:

- Demonstrates success in managing the key areas noted above
- A collaborative and flexible leadership style while adhering to policies and procedures of the Employee Handbook and the Minneapolis Club
- Strong interpersonal skills with the ability to effectively communicate with Club leadership, CEO, general membership, executive team and staff
- A team player who is committed to lifelong learning and professional development
- A hands-on manager who works with integrity, and a desire to work in a dynamic, diverse and growing service driven environment
- Ability to interact with Club members professionally and appropriately to resolve concerns while adhering to Club standards and expectations
- Ability to interact directly with department managers, executives, directors and CEO providing leadership, support and guidance
- Strong organizational skills to maintain documents in an orderly manner
- Strong communication skills
- Advanced accounting skills to create, manage and effectively deliver budgets, financial statements and all relevant accounting reports
- Expertise in financial technologies, including advanced analytics and reporting tools
- Demonstrates success in team leadership, fostering professional growth and collaboration

Education and Experience:

- Preferred bachelor's degree in accounting
- Minimum 5-7 years of accounting experience
- Private Club/Hospitality industry experience is a plus
- Strong analytical and problem-solving skills
- Proficient in Microsoft Office products and accounting software programs.
- Good understanding of the back-of-the house computer system and network
- Knowledge of Northstar POS system is a plus



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- Strong Leadership and Management skills are required
- Knowledge of Union 17 and CBA understanding is a plus

Salary & Benefits:

The Minneapolis Club offers an excellent bonus program, compensation and benefits program. Medical, Dental, Vision, Paid Time off, meals provided during work hours, 401k, and many other benefits included.

This is a Full-time Salaried Senior Management position located on-site at the Minneapolis Club, downtown Minneapolis.

Please send Cover Letter and Resume to: wallys@mplsclub.org and jjw@mplsclub.org no later than 1.23.2025 for consideration

Salary is based upon experience: \$90,000 - \$120,000 per year.

“The Minneapolis Club is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics”.