



1916

Minneapolis Golf Club

2001 Flag Avenue South

St. Louis Park, MN 55426

Job Description

Position Title	Department	Reports to
Controller	Administrative	General Manager
Employment Status	FLSA Status	Effective Date
Full-time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	August 2022

Minneapolis Golf Club (MGC) is one of golf’s favorite places for the past century, our legacy of both amateur and professional golf makes us proud stewards of the game, beginning with our very first tournament, the Minnesota State Open. Legends of the game including Sam Snead, Arnold Palmer, Jack Nicklaus, Gary Player, Fred Couples, Ben Crenshaw, Tom Lehman, Payne Stewart, Tom Watson, Phil Mickelson, and Nancy Lopez have all strolled the fairways of MGC.

The Club was chosen to host its first tournament in 1924, The Minnesota State Open, and hosted the United States Amateur in 1950. The PGA Championship came to Minneapolis Golf Club in 1959—which also marked CBS Television’s first Minnesota golf tournament to be aired nationally.

The Dayton's Challenge was a charity golf event held at MGC from 1996 to 2003. Organized by Tom and Jim Lehman, this annual tournament benefited Children's Cancer Research Fund, the fundraising arm for the Pediatric Oncology Department at the University of Minnesota. The year 1998 was truly memorable for this event as it featured golf legends Arnold Palmer, Jack Nicklaus and Gary Player as the headliners competing along with many other top players. Dayton’s Challenge winners over the years included David Duval, Phil Mickelson, Payne Stewart, Tom Watson, Fred Couples, Ben Crenshaw and Nancy Lopez many of whom lavished praise on Minneapolis Golf Club's classic, traditional design.

POSITION SUMMARY:

The Controller is responsible for coordinating and administering the financial operations, managing human resource functions and other office administration of Minneapolis Golf Club. The Controller reports directly to the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works in partnership with other key Club staff to ensure the members’ experience meets or exceeds the Club’s experience standards in a fiscally responsible manner.
- The Controller coordinates the development of the annual and capital budget for the Club.
- Be appropriately visible within the Club operation, ensuring well-coordinated delivery of Key Performance Indicators to Club departments.
- Provide a quality and interactive professional environment for members and staff.

- Be a passionate ambassador for the financial security of the Club and provide management with timely information to assist in leading the Club in a financially prudent and successful manner.
- Ensure the day-to-day operations of the Accounting department are seamless, consistent, efficient and supportive of the Club's mission.
- Be a mentor to the accounting staff. Build upon the traditions of the Club while developing quality and well-respected accounting professionals who will be prepared to advance within the industry.
- 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.
- Operates within the annual operating and capital budgets for the Club operations.
- Manage or prepare all accounting activity including, but not limited to: General Ledger, Payroll, Accounts Payable and Accounts Receivable
- Prepare accurate and timely monthly financial statement and analyze the financial results
- Prepare & submit filing as required by state & federal agencies
- Monitor cash flow and credit balances
- Oversee and coordinate budgeting process
- Coordinate annual year-end audit or review with the independent CPA firm
- Establish & maintain financial policies and procedures
- Establish & maintain systems and controls that verify the integrity of all systems, processes and data
- Coordinate relationships and covenants with financial institutions, suppliers and government agencies
- Manage petty cash payments and reconciliation
- Assist with IT issues and communicate with IT consultants
- Assist with website and app when needed
- Hire, train and develop accounting and administrative staff
- Provides leadership and direction to accounting and administrative staff
- Complete performance reviews for accounting and administrative staff
- Manage business insurance policies
- Attend Finance Committee meetings and maintain minutes from meetings
- Attend Board of Directors meetings and maintain minutes from meetings
- Attend Strategic Planning Committee meetings and maintain minutes from meetings
- Identify solutions and opportunity for process improvement, efficiency and savings
- Participate in a wide variety of special projects and compile a variety of special reports
- Communicate with co-workers, management, members and others in a courteous and professional manner
- Conform with and abide by all regulations, policies, work procedures and instructions
- HR Management including payroll, insurance/benefits and processing employee paperwork
- Administration of new hires and terminations
- Assist with general HR and company policy documentation
- Design and implement workplace policies, handbooks, and preparedness plans.
- Design and implement a more robust onboarding and training system.
- Responsible for performance review process.
- Work with the management team to identify, create, and implement learning opportunities that increase employee capability and organizational knowledge.
- Lead management team in the development and implementation of programs and practices that mitigate risk and support organizational success.

- Lead management team in a Safety Plan, i.e. CPR, first aid training, fire drills, tornado warning drills, etc.
- Lead management team to lower modifier of workers' compensation – promote a safer MGC.

NECESSARY SKILLS:

- Strong knowledge in General Ledger, Account Reconciliation, Accounts Payable, Accounts Receivable and Payroll processes
- Proficient in accounting software and payroll software
- Understanding of GAAP
- Strong computer aptitude with proficiency in Microsoft Word, Excel, Access and Outlook
- Exceptional customer service skills
- Professional & ethical conduct
- Demonstrated ability to work independently and exercise sound judgment and problem solving
- Effective communicator
- Analytical skills with particular attention to detail & accuracy
- Ability to organize, plan, delegate & prioritize work
- Ability to manage multiple projects and deadlines
- Flexibility to perform a wide variety of responsibilities in a small office setting
- Possess a proven and enthusiastic spirit for the Club and member experience which flows through the operations team.
- Ability to work well and efficiently within an active committee system.

EDUCATION/EXPERIENCE:

- Accounting degree required
- Minimum 5 years of experience as an Accounting Manager or Controller
- Continuing education as provided by Minneapolis Golf Club

SUPERVISORY RESPONSIBILITY

This position supervises the accounting & administrative staff.

WORK ENVIRONMENT

This position operates in an office environment. The employee may be exposed to hazards including, but not limited to cuts, slipping and tripping.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position requires walking, reaching, pushing, pulling, crouching, grasping and repetitive motion. The employee frequently is required to use hands or fingers to use hands or fingers to handle or feel objects, tools or controls. The employee is required to have close visual acuity. Must be able to sit for extended periods of time. This position may require lifting of up to 20 pounds.

POSITION TYPE AND EXPECTED HOURS OF WORK

This position is scheduled to work weekdays during office hours and will require extended hours as job duties demand.

TRAVEL

Minimal travel required for continuing education, conferences, etc.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Duties and responsibilities are subject to change with or without notice. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

EMPLOYEE _____ **DATE** _____

HR _____ **DATE** _____

Minneapolis Golf Club is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations as applicable.