



Controller

The Minnehaha Country Club is celebrating our 118th year of operations, and we are currently seeking a driven and team-oriented accounting professional to join our team. The position is available immediately for the successful candidate, who will also have the opportunity to recruit an Associate Accountant to assemble the accounting team of his/her choosing. Minnehaha Country Club is Sioux Falls' premier country club, operates year-round and serves membership of approximately 740 families. The Club features an immaculate championship 18-hole golf course and one of the finest restaurants in Sioux Falls, as well as swimming, tennis, and fitness amenities.

The Controller will report to the Chief Operating Officer and will directly oversee the financial operations and staff of the Club. The Controller will join a 10-person management team and work collaboratively with club management and governance to continue to improve the effectiveness and efficiency of Club operations. He/she is responsible for developing and maintaining all accounting functions and will directly assist the COO on all strategic matters relating to budgeting, forecasting, financial management, and human resources. He/she will actively promote the Minnehaha Country Club brand, serve as an ambassador for the club, and operate at all times with the highest degree of professionalism, teamwork, and effective communication.

Minnehaha Country Club is currently expanding our team to develop a Human Resources Manager role. The Controller will collaborate with the HR Manager on all payroll and benefit related matters, and will oversee/execute these tasks in the absence of the HR Manager.

Compensation and Benefits

- The Controller position is a full-time, exempt position and offers a base salary of \$80,000 - \$100,000 commensurate with qualifications and experience.
- The club will offer an excellent benefit package that includes: performance bonus, health, dental, and vision insurance for the employee and



dependents, holiday and paid time off, 401k retirement plan with company contributions, opportunities for continuing professional development, employee meals, complimentary golf, and discounts on merchandise.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.
- Prepare operating budgets, capital budgets, financial forecasts, and cash flow forecasts in coordination with the various committees, departments and COO/GM; 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.
- Prepare accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Collaborate with the HR Manager on all payroll and benefit related matters. Oversees/executes all HR related duties in the absence of the HR Manager, and interfaces with third party resources as needed.
- Collaborate with the HR Manager in the negotiation and administration of all employee benefits including health and life insurance, pension plans and workers' compensation; gather information for presentation to the COO/GM on all benefits decisions.
- Attend monthly board, finance committee and other meetings as required.
- Prepare a full report of the year's financial operations for presentation at the annual meeting.



- Manage and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Safeguard all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Work with the club's external accounting firm and auditors as necessary to assure that procedures are consistent with club policies.
- Negotiate and acquire property and casualty insurance to protect the club's assets, and ensures that all insurance records are properly maintained.
- Maintain fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Negotiate and administer employee benefits including health and life insurance, pension plans and workers' compensation; gathers information and assists the COO/GM in making decisions about employee benefit plans.
- Direct and verify the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
- Reconcile monthly ledgers including receivables, payables, bank statements, and other asset accounts, and wage accounts.
- Prepare or supervise preparation of applicable federal, state and local tax returns.
- Audit all cash and charge expenditures.
- Manage the issuing of membership certificates, recover certificates from terminating members and convey to new members; cancel and redeem certificates and make appropriate collections and refunds.
- Oversee member billing and collection procedures, monitor accounts receivable and take action according to established club policies and procedures on collection of past due accounts.
- Prepare and verify reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
- Maintain investment program; invests excess as prescribed by club policy and strategic objectives.
- Formulate, receive and recommends policy proposals 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.

- Maintain necessary procedures for confidentiality relating to club and employee issues.
- Assist in additional projects as directed by club management.

Knowledge, Experience and Abilities

- Bachelor's degree with concentration in business administration or accounting; Master's degree preferred.
- 5+ years of professional accounting experience with at least 2+ years as Controller or equivalent position.
- 3+ years of experience supervising a staff/team of accounting/administrative employees.
- Demonstrated ability to utilize advanced excel skills for higher level data analysis and data manipulation.
- Strong analytical and problem-solving skills.
- Excellent communication skills, including the ability to read, write and communicate verbally in English. Comprehension of detailed instructions, and the ability to compose professional correspondence is required.
- Ability to effectively present information in a variety of settings, from one-on-one to audiences of 100+.
- Must be proficient in Microsoft Office Suite, e-mail, web browsing, and ERP/MRP/Club Management Software required. Proficiency in the Club Essential or Jonas Club Systems platforms preferred.
- Detail oriented and highly organized.
- Ability to work independently with minimal supervision.

Physical Demands and Work Environment

- This position requires 40 hours per week; weekend and holiday work may be required from time to time.
- This is a typical office environment; you must be able to reach, bend, stretch, twist, stoop, and stand.
- You must be able to push and lift up to 40 pounds safely, must be able to sit for prolonged periods.
- Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.



Applicants

If you're interested in applying, please provide a resume and cover letter highlighting your abilities as a leader and teammate. Please visit our job portal <https://minnehahacc.hireclick.com/jobboard/jobboard.aspx>. No phone calls please.

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

*Please Note: This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented. Employee must be able to perform the essential functions of the position with or without reasonable accommodations.