



Somerset Country Club

**JOB POSTING**

**POSITION: CONTROLLER**

**Mendota Heights, Minnesota**

**Somerset Objectives**

*Somerset is a seasonally operated, family centered country club established in 1919. It is a non-business oriented Club, with focus on an informal atmosphere and an exceptional member experience. Somerset has a limited membership; golf, swimming, tennis and pickleball facilities; and restaurant and bar facilities with excellent service and food. The Club is committed to attracting high quality staff members at all levels.*

**Position Description**

*The Controller oversees the financial policies and procedures of the club, ensuring that appropriate procedures are developed, established and administered with respect to all matters pertaining to the club's financial activities. (See attached detail). The Controller role is a part-time position with flexible scheduling, beginning March of 2023.*

**Candidate Qualifications & Experience**

*The candidate must have demonstrated excellent financial and budgeting skills.*

*This role requires significant interaction with department heads, members of the Board of Governors and committee chairs. The prospective candidate must have strong communication and teaming skills, high standards of operation and attention to detail.*

*The ideal candidate will have a solid knowledge of all areas of private Club operations.*

**Salary & Benefits**

*Commensurate with qualifications and experience. Somerset offers a year-round salary and benefits package.*

**Inquiries**

*Interested candidates shall send resume and references to:*

*Somerset Country Club  
1416 Dodd Road  
Mendota Heights, Minnesota 55118  
Attention General Manager Sara J. Cairns, CCM  
OR email [sara@somersetcountryclub.org](mailto:sara@somersetcountryclub.org)*

*Applications will be accepted through February 13th, 2023.*



## SOMERSET COUNTRY CLUB

### **Position: Controller**

**Job Description:** Oversees the financial policies and procedures of the club, ensuring that appropriate procedures are developed, established and administered with respect to all matters pertaining to the club's financial activities.

### **Major Areas of Accountability:**

Responsible for managing the financial systems of the club, ensuring that policies and procedures are developed, established, and administered in a timely and accurate manner.

- *Maintains and reconciles journals, check registers, bank reconciliation's, accounts receivable and payable, inventories, general ledger, payroll, tax reports and financial statements*
- *Produces computer reports including accounts receivable, accounts payable, cash flow, budget forecasting and general ledger as required.*
- *Prepares monthly financial statements including Income Statement, Balance Sheet and other supporting data necessary for financial reports and records*
- *Prepares financial and other requested reports as necessary for distribution to the Board of Governors, working directly with the Club Treasurer*
- *Attends meetings of the Club's finance committee*

Conducts internal auditing of all financial accounts to help assure that records are accurately maintained and that established policies and practices are consistently followed.

Ensures that bank accounts and activity are maintained in accurate and timely manner

- *Prepares and makes bank deposits*
- *Safeguards all bank accounts, assuring that revenues are properly and correctly deposited and supervising all disbursement activities*
- *Monitors and forecasts working capital needs to ensure sufficient levels of operating cash flow*

Oversees the operating budget process, working with GM and department heads to ensure that budgets are completed in a timely and accurate manner.

- *Establishes the budget timeline and assumptions, working with the GM and Treasurer*
- *Supports department heads in preparing budget submissions and works directly with member committee chairs on their particular budgets within the club*

**Analyzes monthly financial results and works with Department Heads to understand and address variances from budget**

- *Works directly with the Treasurer on forecasting annual results*
- *Monitors monthly ledgers including receivables, payables, bank accounts, asset accounts and payroll accounts in accordance with the budget*
- *Works with department heads to understand and monitor operating margins in the club's food & beverage and golf merchandise operations*

**Supports the GM and Treasurer in the development of the club's long range capital plan**

- *Maintains the long range capital plan and monitors capital spending activity*
- *Monitors the capital account activity and provides projections based on planned capital spending activity*

**Ensures that all Club tax compliance obligations are met on a timely basis (Including 1099's, W-2's, sales tax reporting, etc).**

**Oversees Member billing and collection procedures to ensure that funds are collected in a timely manner**

- *Prepares appropriate correspondence for past due account holders*
- *Coordinates with members on direct payment option*

**Oversees the financial responsibilities of the Somerset Scholarship Fund**

**Audits and pays all invoices after approval for payment to ensure that no finance charges are incurred**

- *Maintains accurate records of vendor invoices*

**Manages the payroll for all club employees to ensure accurate and timely payment**

- *Maintains employees' time and attendance and PTO records*
- *Monitors employee files to ensure they are up to date with proper information required*
- *Oversees operation of the Club's 401(k) plan, including reporting required to maintain plan compliance and interactions with the plan administrator*
- *Assists with General Manager with operation and analysis of other benefits provided to employees, including renewal and reporting for the employee health care, dental, life, disability and worker's compensation plans*
- *Assists the General Manager with Human Resource Management*

**In conjunction with the General Manager, ensure the Club is using the proper software applications to perform critical business functions.**

**Performs other responsibilities or special projects as assigned.**