

# Chartwell Golf & Country Club

## Controller

### **Position Organization:**

One of nine Senior Staff with direct report to the General Manager. Supervises an office staff of three including: Accounts Receivable Clerk, Accounts Payable Clerk, and Part-Time Office Assistant.

### **Pre-requisites:**

- Bachelor's degree from four-year college or university; accounting major or minor and coursework in financial analysis and auditing.
- Minimum of three years of professional accounting experience with at least two of those years at the Controller level or equivalent in club operation.
- Must be extremely organized, efficient with spreadsheets and accounting software (Jonas), and proficient in time management.
- Experience supervising a team of three office staff.

### **Core Competencies**

- Consistently monitors cash flows including operating, payroll, brokerage, and petty cash accounts.
- Must be able to accurately calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Able to assist and cooperate with annual third-party audit preparation with the use of minimal year end journal entries and management recommendations.
- Ability to analyze investment returns.
- Knowledge and understanding of retirement plans. (401K management)
- Knowledge of pertinent federal and state employment laws and practices (Sales and Use Taxes, Amusement Taxes, and Liquor Licensing renewals ).

### **Job Summary (Essential Functions)**

The controller at Chartwell G & CC over-sees the internal accounting for the prior day's operations reconciling daily, weekly, monthly and annual activity in accordance with both GAAP and Chartwell G & CC's accounting practices and principles. Responsible for accurate accounting and processing of payroll and other benefits in accordance with the club's policies and at the direction of the General Manager. Responsible for maintaining internal controls minimizing any potential club exposure. Organize and maintain all accounting records as stipulated by both federal and state agencies. Assist with any and all audits requested by either the State and/or Federal agencies. Assists in the development of annual business plan and budget preparation preparing necessary analytics and/or forecasts.



### **Sample Job Tasks and Duties**

- 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.
- 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.
- Verifies that all insurance records for club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset/wage accounts.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Selects, trains, supervises, schedules and evaluates accounting staff.
- Attends weekly staff meetings and monthly finance committee meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Assists Management in the negotiations and administration of 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.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Manages assigned projects as they relate to the department and club's needs.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Establishes and maintains tournament accounting records and financial statements.
- Maintains investment program; invests all excess funds on a timely basis to provide better cash flow.
- Monitors collection of past due accounts. Advises general manager when difficult situations arise.
- Interacts with the club's external accounting firm and its auditors as necessary.
- Monitors accounts receivable and takes action according to established club policies and procedures.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.
- Works with the general manager and department heads to plan and manage capital budgets and cash flow statements.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.

### **Licenses and Special Requirements**

- Certified Public Accountant (CPA) license preferred.

### **Physical Demands and Work Environment**

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

### **Position Benefits and Privileges**

- Annual Salary commensurate with experience paid bi-weekly.  
(anticipated salary range of \$65,000 to \$85,000)
- Professional Association Dues.
- Continuing Education as budgeted.
- Eligibility for health and dental insurance in accordance with staff handbook policy.
- Eligibility for 401K Retirement plan with club matching in accordance with the staff handbook.
- Annual performance evaluation with the potential for a pay raise ranging between 2% and 6% annually.