

Amarillo Country Club

CONTROLLER

Related Titles: Comptroller; Director of Finance; Chief Financial Officer

Reports To: Chief Operating Officer/General Manager

Supervises: Accounts Receivable Clerk, Accounts Payable Clerk, Assistant Controller, Information Technology Manager, Payroll Clerk, Bookkeeper, Cashier

Classification:

Education and/or Experience

- Bachelor's Degree in Accounting from a four-year college or university; Master's Degree preferred with concentration in business administration with accounting major or minor and coursework in financial analysis and auditing. CPA designation preferred.
- Five to seven years of professional accounting experience with at least two of those years at the Controller level.
- Experience supervising a staff/team of accountants.
- Experience overseeing information technology & risk management operations.

Job Knowledge – Core Competencies and Expectations

- Consistently monitors cash flows.
- Ability analyze investment returns.
- Strong knowledge of IT systems, Northstar or other POS software.
- Strong knowledge of payroll systems & project management software.
- Expert knowledge in club or related field financial issues of funding, cash flow, projection analysis, tax codes, insurance & human resources.
- Has thorough understanding of the Uniform System of Financial Reporting for Clubs & GAAP principles.
- Is a courageous thought partner with the COO/GM & Board of Directors. He/She is detailed orientated, but also a strategic thinker.
- Knowledge & understanding of retirement and all types of insurance plans.

Job Summary (essential Functions)

Directs the financial operation of the club. Supervises the accounting functions and directly assists the COO/GM on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs, and internal controls. Develops policies to control and coordinate accounting, auditing, operational & capital budgets, taxes, and related activities and records. Prepares financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting records; develop, analyze and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies, of operation, trends and profit possibilities. Serve as liaison to finance, insurance and pension committees.

Job Duties/Tasks

- Prepares annual zero-based Operating budget, rolling forecast as well as projections required to support the long-range planning process.
- Prepares annual capital budget and monitors asset reserve study to ensure that we have funds to maintain our existing equipment and capital required for replacement.
- Works to ensure Cyber Security is always maintained.
- Work on any appropriate projects assigned by the COO/GM.
- Formulates, receives 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.
- 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.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the finance committee, 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.
- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
- Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
- Verifies that all insurance records for club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and 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 finance committee.
- Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
- Selects, trains, supervises, schedules and evaluates accounting staff.
- Attends monthly board, finance committee and other meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Negotiates with COO/GM and administers 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.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Manages assigned projects as they relate to the department and club's needs.
- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.

- 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 and advises COO/GM and board when difficult situations may arise.
- Plans professional development and training activities for staff.
- Manages the issuing of membership certificates, recovers certificates from terminating members and conveys to new members; cancels and redeems certificates and makes appropriate collections and refunds.
- 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 COO/GM 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.
- Negotiates with COO/GM and acquires property and casualty insurance to protect the club's assets.

Licenses and Special Requirements

- Certified Hospitality Accounting Executive (CHAE) recommended.
- Certified Public Accountant (CPA) license preferred.
- Member of HFTP.

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.

Please send resume to smesser@theamarillocountryclub.com