

Candidate Profile:

Club Controller
Metropolitan Club
San Francisco, CA
www.metropolitanclubsf.org

The Club:

The Metropolitan Club is an elegant, private women's club located in the heart of San Francisco's Nob Hill that provides members of all ages with a unique milieu for social activities, fitness, education, and lifelong relationships. Established in 1915, this full-service club is listed on the National Register of Historic Places. Club services and amenities include an indoor swimming pool, fitness center, Main Bar, Garden Room, Main Dining Room, indoor tennis court, the M Spa Salon, overnight guest rooms, cabanas, the Lampen Lounge, Library, a Business Center, and numerous card rooms. The Club also has reciprocity with nearly 100 private and exclusive Clubs in the United States and around the world.

Position Profile:

The Club Controller is the chief financial administrator of the Club. Reporting to the General Manager, the Club Controller develops and administers accounting, payroll, insurance, budgetary, statistical, auditing, and internal control procedures; maintains the club's financial records; and evaluates Club operations in terms of costs, and economic trends, controls, and profitability. The Club Controller also administers some human resources functions including, but not limited to, the retirement plan and other employee benefit plans.

Job Knowledge, Core Competencies, and Expectations:

- Consistently monitor cash flows.
- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis, and probability statements.
- Create the Club's operational and capital budgets including evaluating the needs of each department in the long term.
- Offer advice to the General Manager regarding spending and budget decisions.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Knowledge and understanding of retirement plans.
- Knowledge of pertinent federal and state employment laws and practices.
- Knowledge of and ability to perform required roles during an emergency situation.

Responsibilities:

- Supervises daily accounting operations, verifies and authorizes payroll and cash disbursements, and develops and implements procedures for recording sales and collecting and processing financial data.
- Advises and guides department heads on matters of record keeping and accounting and directs and verifies inventories.
- Selects, trains, and supervises accounting staff.
- Maintains data, generates reports as required by government regulations, and prepares or oversees the preparation of the tax returns. Stores and retains documents as required by law.
- Manages and conducts internal audits, develops internal control procedures, and assists outside auditors when appropriate.
- Compiles annual operating and capital budgets.
- Oversees billing and collection operations.
- Establishes bidding and ordering procedures and supervises departmental purchasing.

- Prepares monthly statement of financial position (balance sheet), statement of activities (profit and loss), statement of cash flow, and dashboard reports.
- Oversees member billing and prepares delinquency reports, overseeing collection procedure and sharing with General Manager for quick action on collecting funds.
- Advises and consults with management and committees on financial and benefits matters.
- Directs the execution of Human Resource functions and policies.
- Compiles, approves, and maintains credit applications for vendors.
- Attends management and staff meetings and participates in the overall management of the Club's operations and objectives.
- Maintains the highest level of confidentiality and protection of proprietary data, membership information, and personnel information.
- Always demonstrates the highest level of professional ethics and fiduciary responsibility.
- Acts as the General Manager in his/her absence.
- Performs any other projects, duties, and tasks as directed by the General Manager.

Requirements:

- Five to seven years of professional accounting experience with at least two of those years at the Controller level or equivalent in a hotel or private club operation.
- Experience supervising a staff/team of accountants and bookkeepers.
- Experience overseeing information technology operations preferred.
- Mastery of current methods and practices of accounting, auditing, budget preparation, and program analysis, particularly as they apply in a club setting.
- Familiarity with office equipment and accounting software, ability to analyze and communicate financial information in clear, concise terms.
- Bachelor's Degree in accounting, business administration, or equivalent.

Competitive Compensation and Benefits:

The Metropolitan Club offers an attractive and competitive compensation and benefits package including:

- 401(k), Health, Dental, Vision, and Life Insurance Benefits Plans
- PTO, Sick, and Bonus Plans
- Professional association dues and education reimbursement
- Direct Compensation Range of \$120,000 to \$150,000

Professionals who meet or exceed the established criteria are encouraged to apply:

Tom Schunn, CCM, CCE
 General Manager
 Metropolitan Club SF
 Direct: 415.872.7210
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To be considered all cover letters and resumes should be received by June 31, 2025.