



CONTROLLER



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BRYN MAWR COUNTRY CLUB

Nestled in the northern suburbs of Chicago, Bryn Mawr Country Club offers an unparalleled private club experience defined by elegance and excellence. Throughout its history, Bryn Mawr has cherished its heritage while embracing innovation and growth, maintaining its status as one of the premier clubs in the country. The Club boasts a championship golf course, modern racquet sports facilities, and a newly renovated clubhouse. With a commitment to superior service and an exquisite setting, Bryn Mawr remains one of the finest private clubs in the Chicago area, creating lasting memories for its members.

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CONTROLLER

The Controller is responsible for overseeing the financial operations of Bryn Mawr Country Club, ensuring accuracy and compliance with accounting standards and practices. This position plays a crucial role in capital planning, budgeting, and financial analysis while actively engaging with club members and collaborating with the club's leadership team. The Controller is expected to provide mentorship and training to staff, fostering an environment of growth and development. As an integral part of the club's leadership team, the Controller must align financial strategies with the club's overall mission and goals.

Reports to the General Manager

Direct Reports: Assistant Controller, Accounts Receivable



KEY OBJECTIVES

Financial Management, Reporting, and Human Resources

- Develop and implement policies to control and coordinate all accounting, auditing, budgetary, tax-related activities, and records.
- Prepare accurate and timely financial statements, forecasts, and analyses for administrative and managerial functions.
- Evaluate operating results in terms of costs, revenues, budgets, and trends, identifying opportunities for efficiencies and recommending corrective actions when necessary.
- Oversee the preparation of budgets and financial forecasts in collaboration with various committees, departments, and the General Manager, ensuring alignment with the club's financial goals.
- Develops and maintains all capital schedules and provides analysis for ongoing and future large capital projects.
- Prepares budgets and financial forecasts in coordination with the various committees, departments, and General Manager; analyzes financial information, monitors budgeted versus actual expenditure, and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Provide an accurate monthly cash flow analysis for the overall club financial position.
- Oversee all basic Human Resources functions, including benefit administration.

Member and Team Engagement

- Provide mentorship and training opportunities for the club's leadership team, focusing on financial management and operational best practices.
- Engage with club members regularly to communicate financial insights and updates, ensuring transparency and building trust.
- Foster a culture of continuous improvement and excellence within the financial department through ongoing coaching, support, and professional development initiatives.
- Collaborate with other department heads to enhance cross-departmental communication and support, ensuring alignment with the club's financial strategies and member service standards.

Compliance and Risk Management

- Ensure all financial practices adhere to legal standards and club policies, including accurate tax preparation and compliance with federal, state, and local regulations.
- Manage internal auditing programs to ensure records are maintained accurately and policies are consistently followed.
- Safeguard club assets through effective cash management, inventory controls, and auditing of member and guest charges.
- Oversee the administration of employee benefits, including health and life insurance, workers' compensation, and retirement plans, ensuring compliance and cost-effectiveness.

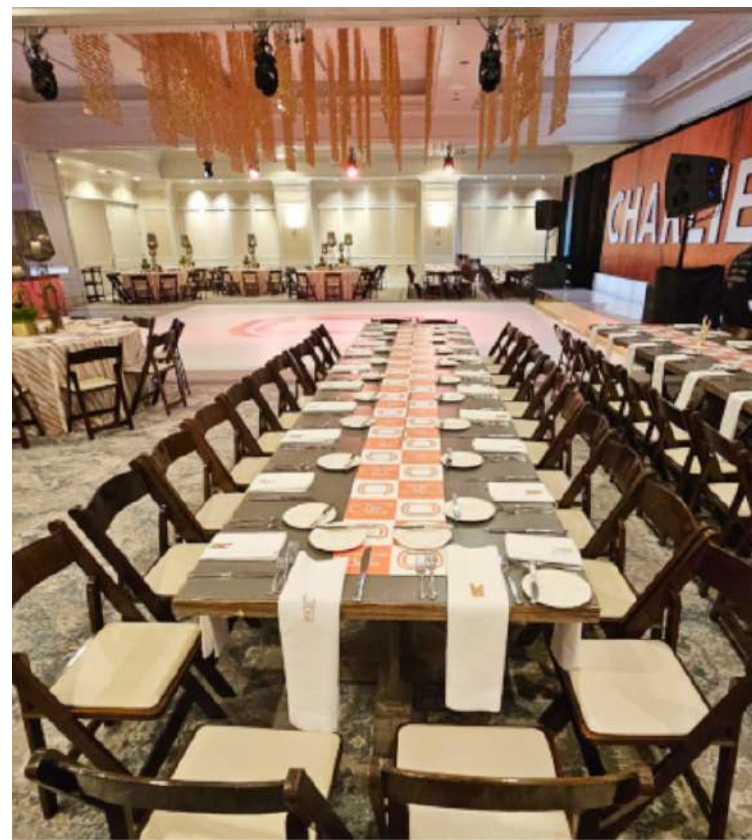
COMPETENCIES & QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or a related field; CPA or CMA preferred.
- Minimum of 10 years of experience in accounting or financial management, with at least 5 years in a senior role, preferably in the hospitality or private club industry.
- Strong understanding of financial management, accounting principles, and tax regulations.
- A proficiency in Jonas Club Software is required.
- Demonstrated ability to develop and implement financial strategies and plans.
- Excellent communication and interpersonal skills, with the ability to engage effectively with club members and staff.
- Proven leadership and team management experience, with a focus on mentorship and professional development.
- Detail-oriented with strong analytical and problem-solving skills.
- Experience with financial software and systems, with proficiency in Microsoft Excel and other accounting software.
- Ability to work collaboratively with the club's leadership team and contribute to strategic planning initiatives.
- Commitment to upholding the club's values of hospitality, integrity, and service excellence.



COMPENSATION & BENEFITS

- Salary compensation is commensurate with experience, plus a holiday fund bonus.
- Comprehensive benefits package, including health, dental, and vision benefits and PTO.



Interested and qualified applicants should submit their resume in confidence to
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