



Controller

The University Club of San Francisco, founded in 1890, is a member-based private social club and gathering place for those who enjoy fine food, wine, music and engaging conversation in a comfortable and casual, yet elegant setting. With panoramic views of San Francisco's beautiful skyline in the background, the Club offers eight event and meeting spaces with full-service catering, 22 overnight guest rooms, squash and fitness facilities, Club grill, member fine dining options, and a busy calendar of activities for members.

Our Finance Department is at the heart of all our accounting and human resource functions. The team supports the Club's operations in key areas of the organization and is critical to the success of the Club.

As the **Controller**, you'll manage all the Club's accounting and human resource functions. You'll develop and drive our critical policies to control and coordinate accounting, auditing, budgets, taxes, and related activities. Develop, establish, record, and administer procedures and systems pertaining to financial management. The Controller evaluates operating results for revenues, expenses, budgets, policies of operation, trends, and increased profit opportunities.

If you're excited to take the helm of the finance function of a thriving private club, this is your opportunity to lead with precision and make a big impact in our everyday operations. Join us!

RESPONSIBILITIES

- Maintain trial balance and general ledger.
- Prepare related journal entries to general ledger. Prepare monthly/quarterly account reconciliations to the general ledger, including bank account reconciliations, prepaids, deposits and accruals.

- Prepare the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, cash flow analysis, along with required supporting schedules and other data necessary for financial reports and records.
- Prepare operating budgets and financial forecasts in coordination with the various committees, departments, General Manager and Treasurer; analyze financial information, monitor budgeted versus actual expenditures, and advise management about variances and their potential causes; recommend corrective actions to help assure that budget goals are met.
- Responsible for accounts payable, accounts receivable, credit and collections.
- Oversee member billing and collection procedures.
- Direct annual budget process.
- Maintain fixed asset ledgers and prepare depreciation schedules for monthly entries.
- Prepare year-end reconciliations and documentation required for club external auditors. Works with the club's external auditors to ensure that club procedures are consistent with generally accepted accounting principles and industry standards.
- Prepare a full report of the year's financial operations for presentation at the annual meeting.
- Ensure that all taxes are filed correctly. Prepare applicable federal, state, and local tax returns and accounting reports as necessary and appropriate for dissemination to the finance committee and board of directors.
- Negotiate and administer employee benefits including health and life insurance, pension plans and workers' compensation; gather information and assist the General Manager or Treasurer in making decisions about employee benefit plans.
- Negotiate and acquire property and casualty insurance to protect the club's assets.
- Direct and verify inventories for beverages, food, and merchandise; Compile, extend and value inventories to determine cost of sales.
- Compile, approve and maintain credit applications for vendors.
- Monitor procedures for purchasing and expense disbursement.
- Monitor third-party billing and payments from hotel room sales.
- Oversee proper payment of occupancy and sales tax.
- Monitor transaction flow from POS to PMS to prevent loss of revenue.

- Ensure all accounting-related disputes and requests for clarification are resolved and responded to in a timely manner. Ensures an effective tracking system for all rebates/adjustments.
- Responsible for the timely billing of all direct bill accounts with complete backup and accurate invoices.

Human Resources:

- Manage and control HR transitions including employee files, payroll, and insurance.
- Comply with the Club's policies and procedures as established in the employee handbook.
- Analyze, prepare, and input payroll data, using an automated system to produce accurate and timely bi-weekly payroll for all employees.
- Prepare payroll journal entries.
- Prepare bi-weekly overtime reports; prepare monthly and quarterly reports comparing payroll expenditures to payroll budgets.
- Manage the employee onboarding and offboarding processes.
- Manage employee handbook updates and communications.

Information Technology:

- Manage and ensure current PCI compliance.
- Oversee the IT systems, equipment, and software; works with IT vendor on upgrades as appropriate.
- Ensure employees access permissions for Club's software systems.

Additional Job Duties:

- Direct supervision of (one) accounting staff.
- Regular attendance in management meetings.
- Serve as liaison to finance committee.
- Attend monthly board operations, finance committee and other meetings as required.
- Instruct department heads and managers in finance and accounting procedures.
- Interact with members and member committees as needed.
- Perform other duties as assigned by General Manager or Treasurer.

REQUIRED JOB QUALIFICATIONS

- 5+ years of accounting experience preferable in the hospitality industry.
- Bachelor's degree in accounting, finance, or related areas.
- Experience with accounting software, hotel PMS, POS, and Microsoft Office.
- High level of organization, time management, attention to detail, providing well-reasoned, thoughtful, and succinct information is required.
- Able to work flexible hours and extended shifts as required to meet deadlines.
- Strong interpersonal and emotional intelligence skills.
- Management / supervisory experience.

PREFERRED QUALIFICATIONS

- A minimum of 5 years accounting experience in a private club.
- Bachelor's degree in accounting or finance.
- Proficient in Jonas Club Software or similar.
- Certified Hospitality Accounting Executive (CHAE).
- Certified Public Accountant.

Salary:

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package including professional development.

Supplemental Pay:

- Bonus opportunities

Benefits:

- Medical, Dental, Vision and Life Insurance
- PTO - Vacation, holiday pay, and sick leave
- Retirement plan
- Pre-tax commuter benefits; preferred parking rates
- Professional dues and education opportunities.
- Employee Meal

How to Apply:

Qualified candidates should contact:
Elizabeth Sturton, General Manager
elizabeth@uclubsf.org

Job Type: Full-time

The University Club of San Francisco is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, and other legally protected characteristics.