



CONTROLLER



🌐 www.strategicclubsolutions.com

📞 262-661-CLUB

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📍 10556 N Port Washington Rd
Suite 202 – Mequon, WI 53092

PARK RIDGE COUNTRY CLUB

Park Ridge Country Club is a private, member-owned, family club established in 1906. Members enjoy a full range of amenities including golf, tennis, paddle tennis, swimming, and world-class dining.

- The 40,000sq ft. Clubhouse was built in 1925
- There are approximately 160 employees in the summer season and 80 in the winter season
- The 18-hole golf course was designed by William B. Langford in 1915
- 89% of the Membership lives within three miles of the Club, "a true neighborhood gem"
- Club dining facilities include a formal dining room, casual dining with outdoor terraces, Men's Grill and can accommodate up to 300 people in the ballroom
- Club's annual revenue of \$11 million / F&B revenues of \$4 million
- 625 members

The Club operates year-round, with changes in hours of operation seasonally. Peak business periods are May through September and the December holiday season. The Club closes for four weeks in the winter with limited operations.

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The Controller is responsible for leading the Club's accounting and financial operations, ensuring accurate reporting, sound internal controls, and clear financial visibility for leadership and the Board. The role serves as a strategic partner to the General Manager and department heads, supporting financial decision-making, mentoring operational leaders on budgeting and performance management, and fostering greater transparency and collaboration across the organization. The Controller also oversees member billing and collections with professionalism, discretion, and empathy, supporting a positive member experience.

Reporting to the General Manager

Direct reports include: Assistant Controller



KEY OBJECTIVES

Lead Accurate, Timely, and Transparent Financial Management

- Oversee general ledger, accounts payable, accounts receivable, cash management, and financial controls
- Prepare monthly and annual financial statements, forecasts, and variance analyses for leadership and the Board
- Develop annual budgets in collaboration with the General Manager, Finance Committee, and department heads
- Provide clear financial analysis to support operational decision-making and long-range planning
- Maintain records of capital expenditures and ensure accurate reporting of capital funds
- Coordinate annual audit processes and submit required financial documentation
- Monitor financial trends and identify risks, opportunities, and corrective actions
- Provide cash flow analysis

Strengthen Organizational Partnership, Communication, and Financial Competence

- Serve as a collaborative business partner to department heads and senior leadership
- Present financial information in clear, understandable language to non-financial audiences

- Mentor leaders on budgeting, forecasting, and cost management practices
- Support consistent use of financial policies, procedures, and accountability standards
- Promote transparency in financial processes to build trust and shared understanding
- Lead and develop the accounting team to ensure accuracy, efficiency, and professional growth
- Support a professional, solutions-focused financial culture across the Club
- Attend all Finance committee meetings

Oversee Member Financial Services and Key Administrative Functions

- Oversee member billing, statements, and collections with accuracy, consistency, and empathy
- Monitor accounts receivable activity and ensure timely resolution of member accounts
- Ensure compliance with payroll, benefits administration, and HR-related financial processes
- Support insurance administration, renewals, and claims coordination as needed
- Oversee accounting records management and retention practices
- Coordinate with IT vendors to support secure and effective financial systems
- Uphold financial compliance standards and internal control expectations

COMPETENCIES & QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related field; CPA, CMA, or CHAE preferred
- Minimum 5-7 years of accounting experience; hospitality or private club experience preferred
- Demonstrated strength in financial reporting, budgeting, forecasting, and internal controls
- Experience with club or hospitality financial systems such as Jonas, Northstar, or Clubessential
- Proven ability to communicate financial information clearly to boards, leaders, and staff
- Ability to mentor and support leaders in financial understanding and accountability
- Strong analytical skills with attention to accuracy, detail, and deadlines
- Experience overseeing member billing and collections with professionalism and empathy
- Demonstrated integrity, discretion, and sound judgment in handling confidential information
- Collaborative, personable, and service-oriented approach to working across departments



COMPENSATION & BENEFITS

The position offers a competitive compensation package with benefits, including:

- Health Insurance
- PTO/Vacation
- 401K



Interested and qualified applicants should submit their resume in confidence to:

Rob Schlingmann, CCM, CCE, CAM at Strategic Club Solutions
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