

Club Accountant

Sunnyside Country Club — Fresno, CA

Job Title: Club Accountant

Company: Sunnyside Country Club

Location: Fresno, CA

Job Type: Full-time, on-site

Salary: \$80,000–\$85,000/year, depending on experience

About Us

Sunnyside Country Club is a private club in Fresno offering golf, dining, and social experiences for our members and their families. We're looking for an experienced Club Accountant to take ownership of our finance operations and serve as the senior accounting professional on site.

Position Summary

Reporting directly to the General Manager, the Club Accountant is responsible for the full accounting cycle of the club. This is a hands-on role with significant autonomy — you'll run day-to-day accounting, close the books each month, and partner with department heads across golf, food & beverage, and membership. You'll work alongside our part-time bookkeeper, who supports transactional tasks. This position offers strong visibility with club leadership and the Finance Committee, and is an excellent opportunity for someone looking for ownership of a finance function without the overhead of a large corporate environment.

Key Responsibilities

- Own the monthly close: journal entries, accruals, account reconciliations, and financial statement preparation
- Oversee member billing and monthly statements; respond to member inquiries with professionalism and discretion
- Manage accounts payable and accounts receivable, including vendor payments, 1099s, and member account collections
- Reconcile bank, credit card, and balance sheet accounts
- Support payroll processing and related reporting
- Maintain fixed asset schedules and depreciation records
- Reconcile F&B, pro shop, and merchandise inventory with department managers
- Prepare financial reports and packages for the GM, Finance Committee, and Board
- Assist with the annual audit, tax filings, and budget preparation
- Maintain and enforce internal controls and club policies
- Supervise and coordinate work with the part-time bookkeeper

Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, or related field
- 3+ years of full-cycle accounting experience
- **Experience with Clubessential, Jonas, Northstar, ClubTec, or similar club/hospitality accounting platform strongly preferred**
- Prior experience in a private club, hospitality, or membership-based business is a significant plus
- Strong Excel skills
- Excellent attention to detail and organizational skills
- Ability to work independently and manage priorities without daily oversight
- Ability to maintain confidentiality around member and financial information
- Strong communication skills — you'll interact with members, vendors, board members, and staff regularly

Compensation & Benefits

- **Salary: \$80,000–\$85,000/year, depending on experience**
- Medical, dental, and vision insurance
- 401(k) retirement plan
- Paid time off and holidays
- Club meals during shifts
- Beautiful work environment at one of the Central Valley's premier private clubs

To Apply

Apply by sending your resume and cover letter to Ken Kelley at gm@sunnyside-cc.com.