



VALLEY HI COUNTRY CLUB CONTROLLER

POSITION OVERVIEW

The Controller reports directly to the General Manager (GM) and supports management on all financial data, analysis, and processes relevant to the day-to-day operation of the Club. This hands-on individual will ensure accurate financial processing such as payroll, accounts payable, accounts receivable, and expense reports. They will guarantee the timely completion of monthly and annual financial reporting, including yearly financial reviews/audits. The Controller will develop policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records; develop, establish, and administer procedures and systems pertaining to financial matters; and prepare financial statements, forecasts, and analyses for all administrative and managerial functions. The Controller will maintain all accounting records and be responsible for developing, analyzing, and interpreting statistical and accounting information. The Controller will evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends, and increased profit possibilities.

FINANCIAL MANAGEMENT:

- Provide guidance in financial decision-making, compiling facts and data to support processes.
- Analyze financial information, create timely projections, and advise all Club departments on performance.
- Ensure all financial documents are up to date and effectively formatted for communication with decision-makers.
- Manage daily cash operations, including monitoring bank account balances and allocating collections to the appropriate accounts to ensure accurate cash positioning and liquidity.
- Monitor and report on capital expenditure projects, tracking budgets, timelines, and variances to ensure accurate financial oversight and timely communication to the GM and relevant stakeholders.
- Provide departments with financial and operational data, ensuring accuracy and timely operational decisions.
- Research and implement the latest technology trends to enhance efficiency and communication.
- Oversee the club's IT support needs and purchases, whether outsourced or internal.

PROJECT MANAGEMENT:

- Manage the budget process, cash flow, and expectations for project preparation, approval, execution, and monitoring; collaborate with the GM and department heads to ensure understanding, ownership, and buy in; and ensure the budget is realistic.
- Provide real-time or timely reports on financial issues impacting project budgets and timelines.

COMPLIANCE AND FINANCIAL REPORTING:



- Ensure there are no material weaknesses found in the annual review/audit.
- Submit all financial reports and tax forms accurately and in a timely manner.
- Maintain a formal policy of internal controls and monitor policy compliance throughout the club.
- Monitor, project, and routinely report cash flow.
- Participate in selecting the Club's insurance policies and monitor property and casualty insurance policies to ensure asset protection.
- Serve as Trustee for the Club's 401(k) Retirement plan and maintain all plan asset records and documents.

STRATEGIC GUIDANCE:

- Direct financial operations with the club's GM and develop policies regarding accounting, auditing, budgeting, revenue, and cost control procedures.
- Develop, implement, and maintain planning and budgeting processes that are proactive, structured, and transparent.
- Analyze cash flow, cost control, and expenses to pinpoint potential areas for improvement.
- Anticipate unfavorable financial results or variances, conduct research, and offer preliminary explanations and appropriate countermeasures.
- Support monthly reviews with management teams and provide weekly reporting and monthly financial and operational outlook forecasting.

STAKEHOLDER COMMUNICATION:

- Communicate and coordinate financial activities with the Board, Treasurer, Finance Committee, and committee chairs.
- Attend Board meetings, Finance Committee meetings, and other committee meetings to answer financial questions.
- Serve as an engaged leader who drives financial controls and results, offering consistency, timeliness, and accuracy of finances and reporting.
- Participate in Finance Committee Meetings and Board of Directors meetings, providing input and communicating data-driven recommendations.

KNOWLEDGE AND SKILLS QUALIFICATIONS:

- Excellent knowledge of finance, accounting, and financial management techniques.
- Proficient in analyzing, interpreting data, and preparing reports.
- Strong verbal and written communication skills with the ability to understand and follow verbal and written instructions in English.
- Skilled in maintaining professional relationships with superiors, co-workers, members, and vendors.



- Effective multitasking capabilities in a fast-paced environment.
- Possesses "Hospitality DNA" and thrives in a team-oriented environment, meeting deadlines consistently.
- Demonstrates an "executive presence" with excellent presentation and communication skills.
- Experience working with volunteer Boards and committees is a plus.
- Strong working knowledge of current technology and software programs.
- Proficient in the administration of 401k and defined benefit retirement plans.
- Ability to gather relevant inputs from individuals across various functions and experience levels for informed forecasting and analysis.
- Committed to stewardship for ensuring financial stability through well-managed and fiscally responsible processes.
- Experience in Clubs, start-ups, and the like is a plus.
- Experience with construction and renovation projects and reporting on both is desired.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree from a four-year college or university with a concentration in Finance or Accounting combined with a minimum of five years of related experience and/or training.
- Private Club experience preferred but not required.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.



Valley Hi Country Club
Application for Employment
(An Equal Employment Opportunity Employer)

Personal Information

(Please type or print)

Date: _____

Full Name: _____
Last First Middle

Current Address: _____
Street City State Zip Code

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____ May we call you at work? Yes No

Position applying for: _____

Are you applying for:

☐ Full-time ☐ Part-time ☐ Temporary ☐ On-call ☐ Nights ☐ Saturdays ☐ Sundays

Other than time off for reasons related to your religion, a disability or a medical condition, are there any days or times when you are unavailable to work?

If hired, what day are you available to start? _____

How did you hear about this position? _____

Have you ever applied to or worked for Valley Hi Country Club? _____ If yes, please provide dates: _____

Please answer the following questions:

- | | Yes | No | |
|----|-----------------------|-----------------------|---|
| 1. | ☐ | ☐ | Are you at least 18 years of age? (If under 18, hire is subject to verification that you are of minimum legal age.) |
| 2. | ☐ | ☐ | If hired, would you have a reliable means of transportation to and from work? |
| 3. | ☐ | ☐ | Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? _____ If no, describe the functions that cannot be performed: |

(Note: We comply with the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA). We consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. New hires may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety or morale, or if doing so could create conflicts of interest.

Education/Training

1. Name and location of schools (high schools, college, trade, business or correspondence)

Name	Location	Graduate?	Subjects Studied	Degree

2. Do you have any other experience, training, qualifications, certificates or skills that you feel make you especially suited for work at Valley Hi Country Club?

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Employer's Name: _____ Phone #: _____

Dates of Employment: From _____ To: _____

Address: _____

Job Title: _____

Supervisor's Name: _____ Title: _____

Full-time ☐ Part-time ☐

Hrs per week: _____

Describe your Duties: _____

May we contact this employer?

Yes ☐ No ☐

Reason for leaving: _____

Employer's Name: _____ Phone #: _____

Dates of Employment: From _____ To: _____

Address: _____

Job Title: _____

Supervisor's Name: _____ Title: _____

Full-time ☐ Part-time ☐

Hrs per week: _____

Describe your Duties: _____

May we contact this employer?

Yes ☐ No ☐

Reason for leaving: _____

Employer's Name: _____ Phone #: _____

Dates of Employment: From _____ To: _____

Address: _____

Job Title: _____

Supervisor's Name: _____ Title: _____

Full-time ☐ Part-time ☐
Hrs per week: _____

Describe your Duties: _____

May we contact this employer?
Yes ☐ No ☐

Reason for leaving: _____

Employer's Name: _____ Phone #: _____

Dates of Employment: From _____ To: _____

Address: _____

Job Title: _____

Supervisor's Name: _____ Title: _____

Full-time ☐ Part-time ☐
Hrs per week: _____

Describe your Duties: _____

May we contact this employer?
Yes ☐ No ☐

Reason for leaving: _____

Employer's Name: _____ Phone #: _____

Dates of Employment: From _____ To: _____

Address: _____

Job Title: _____

Supervisor's Name: _____ Title: _____

Full-time ☐ Part-time ☐
Hrs per week: _____

Describe your Duties: _____

May we contact this employer?
Yes ☐ No ☐

Reason for leaving: _____

References: List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name	Last Name	Phone Number	
Address & Street		City	State
			Zip Code
Occupation		No. of Years Acquainted	

First Name	Last Name	Phone Number	
Address & Street		City	State
			Zip Code
Occupation		No. of Years Acquainted	

First Name	Last Name	Phone Number	
Address & Street		City	State
			Zip Code
Occupation		No. of Years Acquainted	

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, physical or mental disabilities, or any other legally protected status.

Please Read Carefully, Initial Each Paragraph and Sign Below.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initial

I hereby authorize Valley Hi Country Club to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial

I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initial

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initial

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Date

Applicant's Signature