

Controller | Green Hills Country Club
Millbrae, California | Salary: \$135,000–\$155,000

Established in 1929, Green Hills Country Club is a premier private club featuring an Alister MacKenzie-designed golf course, dining, tennis, swimming, fitness, and an active social calendar. We are seeking a collaborative, service-driven Controller to lead our financial operations and support the Club's long-term success.

Position Overview

Reporting to the General Manager, the Controller oversees accounting, budgeting, forecasting, payroll, financial reporting, and capital planning. As a member of the leadership team, this individual partners with department heads and provides clear financial guidance to the General Manager, Finance Committee, and Board of Directors.

The ideal candidate combines strong accounting expertise with an approachable leadership style and the ability to communicate financial information to staff and members with varying levels of financial knowledge.

Key Responsibilities

- Lead annual operating and capital budgets, monthly forecasts, and financial analysis.
- Prepare timely financial statements and present results, trends, and recommendations to Club leadership.
- Oversee general ledger accounting, month-end closing, reconciliations, cash management, accounts payable and receivable, and member billing.
- Manage accurate, timely payroll and coordinate benefits-related financial administration with Human Resources.
- Maintain effective internal controls, financial policies, and confidential records.
- Coordinate the annual audit, tax filings and extensions, supporting documentation, and timely renewal of Club licenses and permits.
- Track capital expenditures and support long-range planning and the Capital Reserve study.
- Partner with department heads to strengthen financial understanding, budget accountability, and cost management.
- Supervise and develop accounting staff; improve financial systems, reporting, and workflows.

Qualifications

- Seven to ten years of progressive accounting and finance experience, including at least three years as a Controller or Assistant Controller.
- Bachelor's degree in Accounting, Finance, or Business Administration; CPA, CMA, or MBA desirable.
- Strong knowledge of accounting principles, budgeting, forecasting, payroll, and internal controls.

- Hospitality, club, or nonprofit financial management experience; member-owned private club experience strongly preferred. Union environment experience is beneficial.
- Advanced Excel and accounting software skills; familiarity with Club Essential, Jonas or similar club management systems is an advantage.
- Excellent communication, leadership, organization, and analytical skills, with a commitment to integrity, confidentiality, and responsive service.

Compensation and Benefits

Annual salary of **\$140,000–\$160,000**, based on qualifications and experience, plus medical, dental, and vision insurance; 401(k) with employer matching; paid vacation, holidays, and sick leave; employee meals; Monday golf privileges; and professional development support. Benefits and privileges are subject to Club policies.

How to Apply

Submit a resume and cover letter to Paula Provoznik, General Manager, at pprovoznik@greenhillsgcc.com.

Green Hills Country Club is an Equal Opportunity Employer. Employment is contingent upon verification of identity and authorization to work in the United States.