SOUTH HILLS COUNTRY CLUB
WEST COVINA, CA.

THE CLUB CONTROLLER / DIRECTOR OF FINANCE OPPORTUNITY AT SOUTH HILLS COUNTRY CLUB

GENERAL PURPOSE:

Directs the accounting and financial activities of the Club by ensuring the internal controls, policies and procedures are operated effectively and efficiently. Responsible for the Club's financial statements, balance sheet, general ledger, cost accounting, payroll, accounts payable, accounts receivable, budgeting, tax compliance, inventory, year-end audit and various special analyses.

ESSENTIAL RESPONSIBILITIES:

- Manage all general financial activities of the Club including daily accounting operations, accounts payable, accounts receivable and payroll functions
- Post monthly journal entries and prepare balance sheet reconciliations
- Prepare month-end reporting package including Income Statement, Balance Sheet and Statement of Cash Flows
- Monitor, train, manage and evaluate the performance of accounting staff; recommend and implement personnel actions
- Assess internal controls at the Club and ensure consistent application of accounting policies and procedures
- Provide financial support and analysis to General Manager, Board Treasurer and department heads
- Develop, analyze, and interpret statistical and accounting information
- Monitor trends for the private club industry and accounting industry changes
- Oversee treasury functions including monitoring cash flow of operating accounts, cash transfers and maintaining proper reserve levels
- Evaluate needs for procurement of funds, investment of surpluses and make appropriate recommendations
- Prepare annual budgets and capital expenditure plans and provide analysis
- Update monthly financial forecasts and maintain business activity reports
- Maintain fixed asset system sub ledger and track acquisitions and disposals; perform depreciation/amortization analysis
- Enforce quarterly counts of Food & Beverage and Golf inventory and verify accuracy
- Coordinate with Finance and Long-Range Planning (LRP) Committees on initiatives; attend monthly Finance and LRP Committee meetings and present financial results, reporting, and analysis
- Coordinate annual external audit of Club and 401k retirement plan
- Assist external accountants with preparation of annual audit and tax returns for the Club and pension plan
- File monthly and quarterly sales and payroll tax returns
- Ensure that all licenses, permits and insurance policies are current and in compliance with local, state, and federal laws
- Develop and maintain relationships with banking institutions, insurance groups, and benefit providers to facilitate financial activities; this to be performed in coordination with Finance sub-committees
- Perform other duties as assigned by the General Manager

- Maintain current knowledge of organizational policies and procedures, federal and state policies, and current accounting standards

QUALIFICATIONS & SKILLS:

- General ledger and balance sheet required
- Profit and loss experience required
- Excellent verbal and written communication, organizational, and follow-through skills
- Ability to effectively present information in one-on-one and small group situations to Committees, Members, guests, and fellow staff
- Proficient computer skills including Microsoft Office (Outlook, Word, Excel, PowerPoint) and POS systems
- Advanced math skills required
- Expertise in accounting, budgeting, point-of-sale, inventory control, and cost control principles
- Ability to demonstrate leadership, including guiding, directing, and motivating staff; comfortable leading a team in a fast-paced environment
- High level of client services, professionalism, and attention to detail; professional appearance appropriate for a premier country club • Ability to use absolute discretion when handling confidential personnel and financial matters
- ClubEssentials POS software literate

EXPERIENCE AND EDUCATION:

- College degree in Accounting or Finance; CPA certification preferred
- Minimum ten years' related experience; country club or hospitality experience preferred
- Previous supervisory experience

SOUTH HILLS COUNTRY CLUB BY THE NUMBERS

- 450 Total Members
- $20,000 Initiation Fee
- $9M Gross Volume
- $4M F&B Volume; 50% a la carte, 50% catering and events
- 75 Total Employees / 35 FB Employees
- 53 Average Age of Membership

SOUTH HILLS COUNTRY CLUB WEBSITE: www.southhillscountryclub.org

BENEFITS INCLUDE:

- Medical, Dental
- 401k
- Vacation time
- Paid sick leave
- Holiday pay
- Training and networking reimbursement opportunities
- Staff meals
- Employee discounts

SALARY

Salary range is $120K to $140K depending on experience and commensurate with qualifications and experience. The club, along with the typical CMAA benefits, offers an excellent benefit package.