



THE PACIFIC CLUB
FINANCE DIRECTOR / CONTROLLER
JOB DESCRIPTION

Position Summary

The Director of Finance / Controller directs the Club's accounting, budgeting, financial reporting, and internal control functions to support effective stewardship of the resources of The Pacific Club. The position advises the General Manager on financial performance, operating controls, and emerging trends; works with department leaders on budgets and performance analysis; and coordinates financial matters involving the Finance Committee, Board of Directors, and independent auditors.

Reports to: General Manager

Direct Reports: Accounting Coordinator and Accounting Clerk

FLSA Classification: Exempt

Essential Functions & Responsibilities:

- Supervise, train, and oversee the daily work of the Accounting Coordinator and Accounting Clerk, ensuring accurate and timely completion of accounting functions.
- Direct the Club's accounting and budgeting policies, procedures, systems, and practices to support efficient and effective operations.
- Develop and oversee financial and statistical reporting; identify and explain significant differences from budgeted or prior-year performance and recommend corrective actions.
- Review accounting, budgeting, recordkeeping, and reporting activities throughout the Club for consistency with authorized policies and sound accounting practices.
- Lead preparation of the Club's operating budgets and advise department heads on budget development and financial information.
- Prepare and analyze monthly financial statements and related management reports, ensuring consistency with accounting records.
- Coordinate internal accounting and audit activities and work with the independent public accountants selected by the Board of Directors.
- Ensure accurate accounting records, timely journal entries, and appropriate financial and asset controls.



THE PACIFIC CLUB
DIRECTOR OF FINANCE / CONTROLLER
JOB DESCRIPTION CONTINUED

Essential Functions & Responsibilities (Continued):

- Oversee timely preparation and payment of applicable federal, state, and local tax filings, licenses, and related obligations.
- Prepare required financial and other reports for government agencies, financial institutions, and outside organizations in accordance with Club policies.
- Direct and participate in physical inventories, reconcile recorded and actual values, and report significant variances to the General Manager.
- Safeguard cash and Club bank accounts; oversee recording and deposit of revenue and controls over disbursements.
- Oversee member accounts receivable, past-due balances, returned checks, and delinquency reporting in accordance with Club bylaws and house rules.
- Authorize expenditures within the department subject to General Manager approval and established Club procedures.
- Coordinate with the General Manager on financial administration of Club group insurance and retirement plans.
- Support the annual independent audit and provide requested schedules, documentation, and financial information.
- Manage departmental operating costs and help protect the Club's assets and reputation.
- Oversee accounts payable, vendor invoice review, statement reconciliation, and check preparation.
- Prepare financial information and coordinate with the Club's outside property tax consultant.
- Oversees the Club's insurance administration, serving as the primary liaison with insurance carriers and brokers. Coordinates policy renewals, reviews coverage and premiums, maintains insurance records, and assists with insurance-related matters as needed.
- Reconcile outsourced payroll activity and review payroll-related periodic reports for accuracy; coordinate with the payroll provider as needed.
- Serve as the primary point of contact for the Club's outsourced IT provider, coordinating technology-related requests, system support, and IT service needs.
- Serve as a financial liaison among the General Manager, Finance Committee, and Board of Directors.



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Job Requirements

- Minimum five years accounting experience preferably in a private club, or in a hotel or resort in the state of California.
- Strong financial analysis, budgeting, accounting systems, and internal control skills.
- Strong computer proficiency, including Microsoft Office, particularly Excel, and Club Essentials.
- Effective written and verbal communication skills and ability to work with Club leadership and committees.

Disclaimer

The statements contained herein describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions. Management reserves the right to assign, modify, or remove duties and designate other responsibilities as business needs require.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____