

Glendora Country Club

Glendora, CA

Controller

ABOUT THE CLUB

Established in 1955, Glendora is a private, member-owned country club which offers a diverse membership. We take great pride in our Club, the amenities and the services we provide to our members. We truly make every effort to assure that Glendora offers an exclusive private club lifestyle that is friendly and welcoming to all.

Glendora provides its members the finest amenities, whether they are playing a round of golf on our championship 18-hole golf course, practicing their game on our driving range, short game area, chipping greens or putting green, enjoying a meal with family and friends in our dining room or keeping cool during those warm summer days in our glistening 25-yard swimming pool.

The elegant family-oriented club is open year-round. Closed on Mondays except for charity tournaments and selected holidays. Lunch is served 6 days, weekend breakfast, and various dining formats on Wednesdays, Thursdays, Fridays, Saturdays, and Sundays. The Club maintains a very active social & tournament calendar as well as numerous family activities and junior events.

The Club recently paid off its bank debt and did a \$1.2M renovation of card rooms, locker rooms and golf shop. Total capital expenditures will exceed \$2.2M this fiscal year.

CLUB BY THE NUMBERS

- At present, there are 268 Regular Equity members and 332 in other categories
- Initiation Fee - \$20,000
- Annual Dues and Fees volume for 2022 – \$12,000
- 18 holes of golf supports nearly 40,000 rounds annually
- Annual Gross Volume of all revenues – approximately \$9.2M
- Annual Dues Volume – approximately \$4.1M
- Food and beverage volume: approximately \$3.2M with approximately 74% from ala carte dining and 26% from banquets/catering
- There are approximately 40 F/T, 44 P/T, 22 seasonal and 2 temporary employees
- There are 9 Board members each serving 3-year terms
- The Club is organized as a not-for-profit, non-taxable corporation
- The Club uses Club Essential for POS and Accounting
- The average age of the membership is 44

Job Summary

Maintains, develops, and administers policy that coordinates accounting, auditing, and budgeting procedures in systems pertaining to financial matters. Prepares and maintains financial statements, forecast and analyses for all club house financial functions. Maintains all accounting records and assists in the development, analysis, and interpretation of operating results in terms of cost, budgets, operational policies, financial trends, and increased profit potential.

The Club is looking for an exceptional individual who will provide the leadership, management, and vision necessary to ensure the Club has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The Controller will work closely with the Chief Operating Officer/General Manager and the Management Team, and perform specific responsibilities as requested by the COO/GM. The position directly reports to the COO/GM and will supervise: Accounts Payable

Clerk, Accounts Receivable/Admin Assistant, Accounting/Admin Clerk, and outsourced IT. The selected individual will serve as a true strategic partner who get GCC to the next level of financial stability and success and will help support the Club's current and future vision, in conjunction with the strategic plan.

JOB DUTIES

- Prepare all accounting reconciliations and the timely preparation and review of general ledger, trial balance and preliminary financial statements.
- Monitor multiple operating, reserve, and capital bank accounts.
- Review and approve the reconciliation of all banking items, e.g., loan payments.
- Monitor, update and transfer appropriate funds to maintain integrity of accounts.
- Review daily bank balances and advise on cash flow issues and review all cash disbursements.
- Review accounts receivable and assists as needed past due account collection procedures.
- Review interim and year-end audit preparation.
- Prepare audit papers as required for outside auditors. Review audit for accuracy and make recommendations to the auditors before the final report is issued.
- Ensure compliance with internal control policies; recommend improvements to existing processes and procedures.
- Review the preparation of applicable federal, state, and local tax returns from the outside accounting firm and appropriate for dissemination to the COO/GM and Boards.
- Ensure that all financial reports are submitted accurately and in a timely manner.
- Assist with the annual budget and development process, specifically working with the department heads to prepare preliminary operating and capital budgets and reports.
- Prepare working papers of operating, reserve, and capital budgets, working with the COO/GM and Department Heads to revise and adhere to budgetary guidelines.
- Prepare G&A departmental budgets and payroll related items.
- Provide continuing support and education to the Department Heads on budget development and variance reporting; Conduct meetings with accounting staff and prepare reports for COO/GM.
- Participate in the selection of the Club's insurance policies and monitor property and casualty insurance policies to ensure that assets of the Club are protected.
- Communicate and coordinate financial activities with the Treasurer and Finance Committee, and/or committee chairs and COO/GM.
- Attend Finance Committee meetings, Board meetings and other committee meetings when invited to be available to answer any financial questions they may have.
- Maintain relationship with bank to manage Club accounts.
- Ensure that the COO/GM has all information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Lead accounting staff to ensure timely and relevant communication and teamwork on projects.
- Communicate with co-workers, management, and external constituencies (club members, vendors) in a courteous and professional manner.
- Abide by all Club policies and regulations; ensure appropriate implementation of GAAP, federal and state regulations.
- Exhibit and maintain a respectful and professional demeanor to reflect a positive image of Glendora Country Club.
- Perform other duties as assigned by the COO/GM, Treasurer or Executive Committee.
- Make decisions according to established policies, procedures and regulations and applies these to work problems.
- Ensure contracts and checks are signed and distributed properly.

ESSENTIAL IT DUTIES AND RESPONSIBILITIES

- Assist in the evaluation of the Accounting, POS and Pro Shop system or application performance
- User training for Accounting, POS and Pro Shop including ongoing support.
- Manage data processing and capital budgets.
- Determine optimum software configurations for accounting workstations

IDEAL CANDIDATE QUALIFICATIONS & ATTRIBUTES

- Degree in accounting preferred and/or private club/hospitality or transferable industry experience.
- Extensive knowledge of all accounting functions, preferably in a private club environment, with at least 8 years of financial experience
- Superior leadership and management skills; awareness of employee's needs to facilitate productivity and create a harmonious working environment.
- Demonstrated excellence in written and verbal communication skills in English.
- Club Essential Software experience a plus or prior club software knowledge.
- Data analysis and report preparation, using key industry benchmarks and resources.
- A history of proactive financial leadership and innovation with a 'solutions-minded' approach to his/her work

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.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent benefit package.

HOW TO APPLY

This position is open immediately. Interested candidates should submit a compelling cover letter and resume for consideration to:

Art Barajas CCM, CCE

Chief Operating Officer

abarajas@glendoracountryclub.com

G L E N D O R A C O U N T R Y C L U B

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