



Controller Indian Harbor Yacht Club

Founded in 1889 by dedicated sailors intent on being part of the thriving sailing community on Long Island Sound, Indian Harbor Yacht Club (IHYC) has a distinguished history of yacht racing and boating. Located in Captain Harbor in Greenwich, Connecticut, the Club provides members and guests an ideal and family-friendly setting for year-round enjoyment including a vibrant social calendar, family programming, fine and informal dining with fantastic waterfront views, and of course racing and cruising.

Over the years, members have contributed to the establishment of national organizations that have defined the sport including US Sailing, the US Power Squadron, the Yacht Racing Union of Long Island Sound, and The American Power Boating Association. They have also participated in America's Cup Syndicates and have organized international regattas for one-design classes, ocean races and US Youth Championships, and have been overall winners four times in the Newport to Bermuda Race as well as the American Power Boat Championships.

Reports To: General Manager

Direct Reports: Assistant Controller

Indirect Reports: None

Job Description

The Controller will develop and administer policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records and lead their team in accomplishing all these areas. The Controller develops procedures and systems pertaining to financial matters; prepares financial statements, forecasts and analyses for the club's Treasurer, General Manager and Department Managers. The role is a tremendous opportunity to lead in strengthening and optimizing the internal capacity of well-respected, vibrant organization.

Responsibilities

- Directs financial operations of the club including all treasury cash management.
- Formulates, receives, and recommends policy proposals for approval relating to accounting, auditing, budget and cost control, overseeing the preparation and payment of payrolls, tax matters, compilation of statistics, and office methods and procedures.
- Reviews and prepares monthly trial balance and resulting financial statements for the club along with required supporting schedules and other data necessary for financial reports.
- Manages both internal and external auditing to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares budgets and financial forecasts in coordination with the various committees, departments, and General Manager; analyzes financial information; monitors budgeted versus actual expenditures; and advises management about variances and their potential causes.
- Informs and advises other department heads regarding the financial aspects of their respective departments.
- Ensures all legal, treasury and tax documentation is properly maintained, and that all statutory and fiscal reporting requirements are satisfied, which includes any requirements for permits and licenses.
- Oversees inventories for beverages, food, merchandise, supplies, equipment, furnishings and more.
- Manages P&C insurance and real estate taxes for the club property.
- Oversee benefits enrollment and management.
- Ensure compliance with HR policies and procedures.
- Supervises accounting staff.
- Prepares accounting reports as necessary and appropriate for the Board of Directors, Treasurer, Executive Committee, and other club committees.

Core Qualifications

The ideal candidate has a minimum of a BS in Accounting or Business Administration and ideally an MBA/CPA or related degree and at least 5 – 10 years of relevant experience. The ideal candidate also has experience in the quality and content of financial data and in financial reporting, as well as expertise in using technology to enhance the quality of financial reporting and maximize the potential of accounting systems and resources.

- BS in Accounting or Business Management/Administration.
- MBA/CPA or related degree.
- At least 5 - 10 years of relevant experience.
- Knowledge of generally accepted accounting principles.
- Expertise in the use of computer programs for accounting, databases, Excel, PowerPoint, and Word.
- Experience in general ledger software and point of sale systems.

- Knowledge of Jonas Software a plus.
- Excellent communication and relationship building skills.
- Expertise in setting and managing priorities.
- Keen analytic and problem-solving skills.
- Adeptness at multi-tasking in a fast-paced environment.
- Self-motivated and team oriented.
- Personal qualities of integrity, credibility, and dedication to the mission of the organization.