



The Springhaven Club

The Springhaven Club proudly occupies a position of distinction in the Philadelphia golf community, as well as in the history of golf in the United States. Founded in October 1896 and incorporated in 1904, the Springhaven Club ranks as one of the earliest golf clubs in the country. Facilities include an 18-hole golf course of exceptional caliber complimented by family recreational facilities, social activities, special events and both formal and casual dining in a beautifully appointed clubhouse.

Nestled in the heart of Wallingford, PA, The Springhaven Club is conveniently located just minutes from Philadelphia, Wilmington, Delaware, and central/southern New Jersey.

Job Title

Director of Finance

Brief Job Description

Job Summary

- Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters; prepare financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting records and is responsible for development, analysis and interpretation of statistical and accounting information. Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Supervise the staffing, scheduling, training and professional development of department members.

Job Tasks Description

- Directs financial operations of the club
- Formulates, receives and recommends policy proposals for approval relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures
- Directs or prepares the monthly trial balance and resulting financial statements including Income Statement, Balance Sheet and Statement of Changes in Financial Condition for the club along with required supporting schedules and other data necessary for financial reports and records

- Manages and conducts internal auditing programs to help 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; recommends corrective actions to help assure that budget goals are met
- Works with the club's external auditors to assure that procedures are consistent with club policies
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies
- Directs, participates in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, etc.
- Verifies that all insurance records for club property are properly maintained
- Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts
- Informs and advises other department heads about the financial aspects of their responsibilities
- Prepares and/or supervises preparation of applicable federal, state and local tax returns
- Prepares accounting reports as necessary and appropriate for dissemination to General Manager, the Board of Directors, Executive Committee and other club committees
- Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used
- Selects, trains, supervises and evaluates accounting staff
- Negotiates and maintains contracts for maintenance of computers and office equipment
- Attends monthly Board, Finance Committee and other meetings as required
- Oversees member billing and collection procedures
- Compiles, approves and maintains credit applications for vendors
- Negotiates and administers employee benefits including health and life insurance, pension plans, and workers' compensation. Gathers information and assists the General Manager in making decisions about employee benefit plans
- Maintains Fixed Asset ledgers and prepares depreciation schedules for monthly entries
- Handles assigned projects as they relate to the department and club's needs
- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted
- Audits all cash and charge expenditures
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks
- Establishes and maintains tournament accounting records and financial statements
- Maintains investment program. Invests all excess funds on a timely basis to provide better cash flow

- Monitors collection of past due accounts, advises General Manager and Board when difficult situations may arise
- Plans professional development and training activities for staff

Reports to

- General Manager

Supervises

- Bookkeeper; Accounts Receivable Clerk; Accounts Payable Clerk; Payroll Clerk;

Candidate Qualifications

Educational Requirements

Qualifications

- Bachelor's degree from four-year college or university; Master's degree preferred with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing.
- . Certified Public Accountant (CPA) license preferred

Date Position Available

September 2020

Salary Range

- Salary is open and commensurate with qualifications and experience with year-end performance-based bonus

Other Benefits

Compensation and Benefits:

- Full time, year round, salaried position
- Medical, Health, dental
- 401(k) plan
- Vacation and Paid time off
- Employee meals

Please send resumes to:

TJ Diagne

General Manager

The Springhaven Club

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