



Founded in 1914, the Country Club of Fairfield is situated on 115 acres on Sasco Hill overlooking Long Island Sound and Southport Harbor in the affluent residential area of Fairfield, Connecticut. This family oriented private Club is known for its informal, relaxed setting and prides itself on robust sports and family programming opportunities. In addition to the Main Clubhouse, there is a Beach Club with a private beach which becomes a popular destination for casual dining and swimming from Memorial Day to Labor Day. Other amenities offered are the waterfront 18-hole Seth Raynor- designed golf course (13,500 rounds annually), nine outdoor tennis courts, four paddle courts with brand new paddle hut under construction in 2023, golf and racquets pro shops, swimming pool, private beach, and seasonal beach locker rentals. There are currently 400 members (290 full golfing members) with 140 staff members in the height of season. Gross revenues total \$8.0 million. The Main Clubhouse is operational year-round with the exception of January. The Beach Club is operational Memorial Day until the weekend after Labor Day.

The Club completed a \$20 million project to raze and rebuild the Main Clubhouse and the Golf Shop in 2021. The brand-new facilities have been opened to rave reviews from the membership who are now enjoying both the upgraded facilities and expanded operational programming.

Job Title: Asst. Controller

Job Tasks Description

The assistant controller supports the controller through preparation and maintenance of accounting transactions/reports which may include general accounting, costing or budget data.

Duties

- **Accounts Payable**
 - Receive and track invoices.
 - Work closely with departmental managers to coordinate accurate coding and posting of invoices.
 - Timely processing of vendor checks.
 - Reconcile vendor statements.
- **Human Resources and Payroll**
 - Work closely with departmental managers to ensure proper enrollment of new employees, administration of benefits, maintaining personnel files, etc.
 - Process weekly payroll using Paycom and automated timeclocks.
 - Prepare and print payroll reports for expense tracking.
 - Assist in state and federal tax reporting and filing.
 - Maintain accounting personnel files.

- Accounts Receivable
 - Working knowledge of and cross-training in AR/Member receivables.
 - Maintain accurate member records.
 - Reconcile and post daily sales.
 - Provide support/oversight for AR staff; review adjustments, payment posting, and closing member statements monthly.
 - Oversee preparation of member bills.
 - Coordinate and reconcile party billing and member events in POS system.
 - Maintain member function questionnaires.
- Other
 - Complete all other duties as assigned by the Controller and/or General Manager.
 - Financial statement data input as requested, including month-end reports and reconciliation.
 - Assist with annual audit if needed.
 - Assist with budget preparation, including assisting department heads with budget preparation with historical cost reports, labor history and trends, etc.
 - Keep familiar with and adhere to federal, state and local laws regarding HR, employee benefits, FLMA, unemployment, Workers Compensation, etc.

Candidate Qualifications

Required:

- Demonstrated background in hospitality accounting.
- Degree, Certificate, or significant relative work experience in related area.
- Proficient in Microsoft Office, especially Excel and Word.
- Strong organizational and confident interpersonal skills.

Preferred:

- A 3- 5 years accounting experience in a private club.
- Bachelor's degree in accounting, finance, or related area.
- Proficient in club specific or related software. CCF uses Jonas Accounting Software and Paycom.

Reports to: Controller

Position is available Immediately

Salary Range: Salary is open and commensurate with qualifications and experience.

Compensation and Benefits:

- Full time, year-round, salaried position
- Group Health Ins. Plan
- 401(k) plan after one year of service
- Vacation and paid time off
- Employee meals
- Year-end bonus

Please send resumes to the General Manager:

Timothy P. Minahan, CCM, CCE
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