



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 terrific 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, nine outdoor tennis courts, four paddle courts with brand new paddle hut, golf and racquets pro shops, swimming pool, private beach, and seasonal beach locker rentals. There are currently 400 members with 160 staff members in the height of season. Gross revenues total \$7.7 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 has recently completed a multi-year \$20M+ project consisting of complete reconstruction of the 20,000 SF Clubhouse and Golf Pro Shop which both opened in June 2021. The final phase, consisting of a new Paddle Hut and additional paddle court is opening in October 2023.

Job Title: Controller

Brief 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, trends and improved operational efficiency. Supervise the staffing, scheduling, training and professional development of direct reports.

Job Tasks Description

- Directs financial operations of the private, non-profit 501 c7 club.
- Formulates, receives and recommends best practices for all accounting and auditing functions, 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 the 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 work papers and required information in advance of the annual audit.
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
- Directs, participates in and/or 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.
- Selects, trains, supervises and evaluates accounting staff.
- Negotiates and maintains contracts for maintenance of computers and office equipment.
- Attends monthly Finance Committee and other meetings as required.
- Compiles, approves and maintains credit applications for vendors
- Oversees all HR and payroll functions, worker's comp, W-2's, payroll taxes, and payroll processing, etc.
- 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
- Oversees members charges; verifies monthly that all receipts for member's accounts have been posted. Monitors collection of past due accounts, advises General Manager and Board when difficult situations may arise

- Audits all petty cash and credit card 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 departmental tournament and event accounting records and financial statements
- Maintains investment program. Invests all excess funds on a timely basis to provide better cash flow
- Plans professional development for self and manages training activities for staff

Reports to: General Manager

Support: The Controller works alongside a highly skilled team including the Asst. Controller (HR/AP) and Office Administrator (AR/Communications), each career professionals with decades of Club experience in their respective fields.

Candidate Qualifications

Educational Requirements: 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.

Prior work experience in private clubs/hospitality is preferred

Certified Public Accountant (CPA) license preferred but not required

Position is available Immediately

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

Compensation and Benefits:

- Full time; salaried position
- Group Health Ins. Plan
- 401(k) plan
- Vacation and Paid time off
- Club related continuing education/HFTP membership
- Employee meals

Please send resumes to:

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