

Controller, Shuttle Meadow Country Club

Club Description:

Shuttle Meadow Country Club is a full service, family oriented private country club located in Kensington and New Britain, Connecticut. Members of SMCC enjoy a challenging 18-hole Willie Park Jr. golf course, as well as racquet and swim facilities. The clubhouse provides dining and social activities in multiple venues plus a snack bar at the pool in the summer months.

SMCC is a 501c7 member owned private club with approximately 325 families, and a total annual revenue of \$4.25 million, including \$1.75 million food and beverage, \$.45 million golf, and \$2 million in membership dues revenues.

Job Title:

Controller

Job Summary:

Responsible for management of the finance and accounting department. Performs budgetary, auditing, internal control procedures, technology, and human resource administration. Responds to member, vendor and employee inquiries in a courteous and prompt manner.

Desired Qualifications:

The Controller candidate should have at minimum a Bachelor's degree in Accounting or Business Administration, or equivalent business experience. Have a minimum 5+ years of progressively responsible experience. Preference will be given to candidates who hold Certified Public Accountant designation. Candidate should have a strong background in accounting, which includes information technology and human resources. Familiarity with private club operations is preferred but not required as well as experience with Jonas Encore. Must be familiar with Microsoft Office and especially advanced function of Excel.

Date available and Compensation

We are currently accepting applications and interviews will start immediately.

Salary range and bonus is commensurate with experience and qualifications. Health, dental, and vision insurance, retirement plan participation, vacation, and other benefits available to key management personnel.

Reports To:

Club Manager and Finance Chair

Interested candidates should send a compelling cover letter and resume to:

Corey Cannon, Club Manager
ccannon@shuttlemeadowcc.com

Please no calls or walk-ins.

Job Description

1. Members' satisfaction:

Develops an environment throughout the department that meets member expectations.

Establishes and monitors standards and policies for the accounting department that provide accurate and timely invoicing for member and guest activities.

Works with committees to help ensure Club activities are managed within the budget.

Interprets and enforces club by-laws, policies and rules as related to the accounting functions.

Interprets and enforces CT and federal laws/rules as related to the accounting and human resource functions.

2. Personnel/Human Resources:

Develops, through effective recruitment, training, direction, coaching and evaluation of personnel, a staff who is professionally competent and driven toward members' satisfaction.

Ensures that the organization complies with all federal, state, and local laws, regarding health, safety and employment. Communicates the regulations to the rest of the club management team and follows up to verify compliance

Participates in continuing education to remain current with industry trends and to improve management skills.

Trains the accounting staff to completely handle all inquiries from members and vendors regarding account billings and accounts payable.

3. Financial Responsibilities:

Prepares an annual budget, by month, and prepares monthly written variance reports for the Finance Committee.

Manages the finance and accounting department within budget and takes corrective action on unfavorable variances and trends when necessary.

4. Technology:

Administers and maintains primary business software (Jonas Encore) and ensures software updates completed, user set up and security completed. Adjusts back-office programming as club needs change. Evaluates and makes recommendation regarding usefulness of existing modules and or additional modules that would be beneficial to club operations and member experience.

Coordinates with and manages IT vendor to ensure proper security of systems are maintained, IT related issues are resolved, updates performed, and network/hardware/software updated or replaced as needed.

Manages other technology related vendors/systems such as telephone, internet services, website and blast email member accounts, etc.

4. Activities

A/R – Oversees posting of daily transactions batches and banquet billing. Maintains files for annual member services and ensures annual billing completed such as lockers, prize funds etc. Oversees payment deposits and application. Completes month end A/R processing & statements. Manages member billing inquiries including ensuring the appropriate department head reviews and approves billing adjustments and processing of approved adjustments. Maintains member accounts and sets up new members in systems.

P/R – Set up new employees in timekeeping and payroll systems including tax and direct deposit information. Process bi-weekly payroll and other payroll.

H/R - Works with applicable committee to negotiate, and recommend employee benefit renewals, changes or updates. Provide assistance to employees for benefits, FMLA, PTO, and any other HR needs. Maintains employee personnel files. Calculates commission for applicable employees. Oversees administration of 401k plan.

A/P – Oversees processing of vendor invoices and vendor maintenance. Ensures invoices approved according to internal controls and appropriateness of GL coding. Determines and processes weekly check run of vendor payments.

Budget - Leads the preparation of the Club's Annual Budget. Coordinates the preparation timetable with Treasurer, Club Manager, department heads, and Finance Committee.

External Audit – Interfaces with and manages external audit process.

Bank – Manages relationship with the bank and ensures required reports are submitted timely.

Ensures monthly and annual journal entries completed. Prepares monthly financial statements/summaries for management, finance committee, and board of directors' distribution and review.

Performs analysis of budget to actual variance analysis for the Club Manager and Finance Committee.

Prepares monthly membership report for Finance Committee and Board of Directors.

Prepares any other requested reports as needed for department managers, finance committee and Board of Directors as needed.

Conducts ongoing internal auditing to ensure the accuracy of records and to verify that internal controls are in place and followed. The internal controls include the following:

- Reconciles monthly ledgers including account receivables, payables, bank accounts, asset account and payroll accounts (401k).
- Directs and establishes policies and procedures for monthly inventories in all departments.
- Monitors the purchase order systems, receiving and issuing procedures, and ensures that the policies in place are functioning.
- Ensures that qualified personnel staff all financial functions, that there is appropriate separation of duties, that the staff is cross-trained and encouraged to develop their skills.

Reviews accounting activities and procedures with Club Manager, Finance and Audit committees as needed.

Monitors the collection of delinquent accounts and advises the Club Manager to ensure Club policy on delinquent accounts is followed.

Files property, sales, and dues tax returns and works with external accountants to make sure Federal and State tax returns are completed and filed as required and ensures payment in a timely manner.

Responds to financial analysis requests from the Club Manager, Department managers, the Board, and committees as requested.

Performs routine cash management responsibilities including completion of vendor credit applications.

5. Teamwork:

Participates as a key member of the Senior Management Team whose responsibility is to assure that the Club's Mission Statement is achieved.