

Golf Club of Avon



CONTROLLER – POSITION DESCRIPTION

About the Club:

Nestled in the Farmington Valley, the Golf Club of Avon is a private club providing its members with a full range of family-oriented recreational and social activities. Founded in 1925, the Golf Club of Avon has emerged from a 9-hole golf course to a full-service country club that now provides 27 holes of golf to challenge every golfer's ability, a racquet center featuring eight Har-Tru courts 4 pickleball courts, 3 paddle tennis courts, an Aquatic Facility featuring a heated pool with a zero entry level area and a diving well. The Club's gross revenue exceeds \$7 million. There are 200 staff members at the height of the season and a total of 550 family members.

Job Summary:

The Controller is responsible for all accounting and human resource functions under the supervision of the COO/CFO. The successful Controller will be an energetic, forward-thinking and creative individual with high ethical standards. The Controller is discreet, behaves with a high degree of professionalism, and has a thorough understanding of finance, accounting, budgeting and cost control principles including general accepted accounting principles (GAAP).

Duties and Responsibilities:

Manage all of the Club's accounting functions including the general ledger, payroll, payables, receivables, and tax returns.

- Accounts Receivable
 - Review and post all member charges generated from the Club's various departments including the restaurant, banquets, golf, pool and racquets
 - Process manual charges and payments to member accounts as needed
 - Maintain cash banks as needed
 - Prepare member statements monthly
 - Answer all member related billing questions
- Accounts Payable
 - Process all accounts payable invoices
 - Prepare semi-monthly checks runs and as needed
 - Maintain petty cash
- Payroll

- Process all new employees in a timely fashion including background checks
- Maintain/monitor the Club's time keeping system
- Process bi-weekly payroll
- Maintain employee files
- Process/maintain workers' compensation claims
- Maintain OSHA Reporting
- Assist COO/CFO with benefits and 401(k) administration
- General Ledger
 - Process monthly journal entries as needed
 - Preparation of all account reconciliations, bank and otherwise
 - Assist COO/CFO with monthly financial statement preparation
- Other
 - Prepare monthly dues and sales tax returns
 - Assist COO/CFO with preparation of annual budget and other financial plans.
 - Assist department heads with staying in budget
 - Maintain all records for contracts and leases
 - Maintain fixed asset records
 - Maintain records required for tax returns prepared by outside accountants
 - Prepare annual assessor's report
 - On site IT technician
 - On site phone system technician
 - Assist chef and beverage director with monthly inventory
 - Assist COO/CFO prepare for audit
 - Responsible for record storage and maintenance.
 - Maintain appropriate internal control procedures
 - Assist COO/CFO and other department heads with Board of Governors and Committee Meeting schedules/communications
 - Attend Board of Governors Meeting and Committee meetings at the request of the COO/CFO

Reports to : Chief Operating Officer/Chief Financial Officer (COO/CFO)

Supervises: Administrative/Reception Personnel

Desired Education, Skills and Experience:

- Bachelor's Degree in Accounting, Finance or a related field
- A CPA and/or CHAE would be viewed as a plus but not required
- Experience in the private club or related industry preferred but not required
- Solid knowledge of GAAP and regulations
- A friendly and outgoing personality with strong written and verbal communication skills

- The ability to operate a computer to enter, retrieve and modify data utilizing the Microsoft Office Suite and other software utilized for various functions including payroll and Club operations/general ledger
- Impeccable and verifiable references. All candidates will be subject to a background check

Salary and Benefits:

- This is a full-time position
- Salary will commensurate with experience
- Standard benefits including health insurance, dental insurance, vacation, and 401(k) with a match

Interested candidates should submit a compelling cover letter and resume to the COO/CFO Kimberly Pérez at kperez@golfclubofavon.com