

CANDIDATE PROFILE

Controller

Larchmont Shore Club
Larchmont, NY

www.larchmontshoreclub.org



[Please click here to watch a short video.](#)

Organization

Founded in 1925, the Larchmont Shore Club is a home away from home for more than 500 member families who enjoy a broad array of activities across the Club's seven acres. Amenities include multiple indoor and outdoor dining outlets, beach and pool activities, a fishing dock, seven Har Tru tennis courts, sailing, children's summer activities, and bowling. The Club also has six renovated guest rooms that are actively used by the members and their out-of-town guests. Located in Westchester County, Larchmont is an affluent village in the town of Mamaroneck and is approximately 18 miles from NYC.

The Larchmont Shore Club is a multi-generational, traditional, and family-oriented member-owned club. While there are many attractive qualities about the Club, it has some of the best, most amazing views of the Long Island Sound. As you look across the Sound, you see the North Shore of Long Island, offering a distant view of Oyster Bay to the extreme left and Port Washington to the right. At night, the flashing light on the rock pile seen just off the North Shore, Execution Light, dates back to the Revolution and marks the Sound's Deep Water Ship's Channel. The ThrogsNeck and Whitestone Bridges are also visible to the right.

The Larchmont Shore Club's gross dollar volume exceeds \$7.4m with dues of \$3.5m, and an annual Food and Beverage volume of \$2.4m. There are currently 482 members. The average age of the members is 57. The current full initiation fee is \$35,000 and full dues are \$8,350. There are 11 Board members and 9 standing committees: Audit, Admission, Beach & Pool, Buildings & Grounds, Finance, House, Insurance & Legal, Junior Activities, Racquets & Bowling.

The Larchmont Shore Club has 60 full-time, year-round staff members and in season over 120. The Club is open 10 1/2 months per year and serves lunch and dinner Wednesday – Sunday. The Clubhouse is closed Mondays and Tuesdays, but during the season, from mid-May to September the outdoor areas are functional 7 days per week through Labor Day

Position Overview

The Controller is the foundation of The Larchmont Shore Club's policies and financial health and is the position that is relied upon by all parties including the General Manager/Chief Operating Officer, the Management team, and the Board of Directors to ensure the Club has the proper controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure the financial strength and operation efficiency.

Maintaining accurate records is the basis of this position's product, however, timely and thoughtful analysis of financial results is key to making the proper impact on both short-term and long-term strategic decision-making. The successful Controller will be an energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image. The Controller is discreet and behaves with a high degree of professionalism with a thorough understanding of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles is essential.

Under the general guidance and direction of the GM/COO and within the limits of the Larchmont Shore Club's policies and procedures, the Controller develops the strategic direction of the Finance Department and manages all financial aspects of the Club to maximize business potential and growth. The Controller will optimize traditional finance planning and analysis, auditing, compliance, treasury, financial reporting, and controller functions. The Controller will also develop transformative and automated processes/systems that have a positive impact on the business. This leader will identify inefficiencies within the business and promote effective cost management initiatives, streamline the procurement process, harness analytic insights, and build performance metrics and reporting for department heads.

Responsibilities

- Directs financial operations of the Club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information.
- Evaluates operating results in terms of costs, budgets, policies of operation, trends, and increased profit possibilities.
- Prepares monthly trial balance and resulting financial statements for the Club along with required supporting schedules and other data necessary for financial reports and records.
- Formulates, receives, and recommends policy proposals for approval relating to accounting, auditing, budget, and cost control, preparation and payment of the payroll for the executive management team's monthly payroll, and supervising the preparation and payment of other staff payroll. Works on tax matters, a compilation of statistics, and office methods and procedures when approved.
- Manages and conducts internal auditing programs to ensure 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 GM/COO. Analyzes financial information monitors budgeted versus actual expenditures and advises management about variances and their potential causes.
- Works with the Club's external auditors to ensure that procedures are consistent with Club policies.

- Manages the Club's hardware and software maintenance and development with a third-party IT support specialist and within budgeted guidelines.
- Develops the overall staffing plan for all areas of responsibility and facilitates the recruiting, interviewing, and hiring to recruit qualified and experienced staff. Manages new employee orientation for the Accounting Department. Supervises the staffing, scheduling, training, and professional development of department managers.
- Directs, participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc. Monitors to ensure that procedures for effective receiving and storeroom control are in place and consistently used.
- Verifies that all insurance records for Club property are maintained. Manages claims with the third-party broker.
- Informs and advises other department heads regarding the financial aspects of their areas.
- Follows all standards required by all applicable federal, state, and/or other laws and regulations. Prepares and supervises the preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, Finance Committee, Executive Committee, and other Club Committees.

Attributes

- An outgoing and friendly personality with a high potential to identify with and embrace the Club's unique culture.
- Highly energetic; a self-starter with a "hands-on" approach to management.
- A strong sense of service with proven staff development and training skills.
- Ability to establish and maintain effective working relationships with all staff. Teamwork is the foundation of the Club's success.
- Resolves common problems and challenges regularly with high judgment.
- Determines the best method to achieve goals and maintains the flexibility to ensure effective delivery of work. Continuously delivers high-quality results and is resilient in the face of obstacles.
- Fosters a collaborative team spirit. Actively helps and supports others. Deals with conflict in a positive manner.
- Understands all the key departments and functions and how they work collectively to achieve larger goals. Provides advice, information, and direction to others to support the achievement of team and/or department goals. Recommends optimal approaches to address critical issues in the immediate and medium-term.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and oral communication skills. Must be able to communicate policies, procedures, regulations, reports, etc., to staff, members, and guests.
- Provides exceptional member service and uses prompt and responsive follow-through. Ask questions to identify members' needs and/or expectations. Ability to respond effectively to the most sensitive inquiries or complaints.
- Able to work in a rapidly changing work environment. Must be able to adapt to changes, manage competing demands, and deal with frequent changes, delays, or unexpected events.
- Remain open to others' ideas and exhibit a willingness to try new things.
- Ability to envision the Club's future and continually come up with ways to improve the entire member experience.

- Possesses a good sense of humor and the ability to have fun.

Requirements

- Bachelor's Degree in Finance or a related field and experience that provides the required finance, knowledge, skills, and abilities. A CPA would be viewed as a plus, but not required.
- Five years minimum experience as a Controller or similar position at a club or within a similar hospitality environment, resort, or hotel. An exceptional Assistant Controller "rising star" with the proper training and mentorship would be considered.
- 5+ years of accounting experience in balance sheet reconciliation, accruals, G/L accounts, journal entries, variance analysis, preparing monthly financial reports, budgeting, bank reconciliations, preparing tax returns, annual audit preparation, forecasting, payroll, AR/AP, cash flow, policy, and process development
- Solid knowledge of GAAP and regulations.
- A career path marked with stability and professional achievement.
- A person of exceptional character - motivated, energetic, friendly, and dedicated to the profession. A friendly and outgoing personality with strong communication skills and high visibility.
- The professional will be a lifelong learner continuing research and understanding industry trends. Excellent verbal and written skills.
- Effective coaching/supervision/training of staff.
- The ability to operate a computer to enter, retrieve, or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, internet, and other software programs at a high level of proficiency. Strong working knowledge of Microsoft suite.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Competitive Compensation

- Competitive compensation/salary and an annual performance bonus. Salary range \$135,000 - \$165,000
- Great Healthcare, Medical, Dental, and Life Insurance
- Paid time off and work/life balance
- Participation in the Club's 401(k) plan with club match.
- Professional dues, educational allowance expenses, and other expenses per the annual budget
- Relocation assistance (if from outside the area)

To be considered for this outstanding opportunity all cover letters and resumes should be received as quickly as possible but no later than May 17, 2024. All information received will be kept in the strictness of confidence.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to Benny Vanhulle, General Manager / Chief Operating Officer outlining their qualifications, experience, interests, and why the Larchmont Shore Club and the Westchester County, NY will be beneficial for you, your family, and your career along with their resume to:



Manny Gugliuzza, CCM, CCE

Principal



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