



Controller: Full-Time applications accepted.

The Mory's Association, New Haven, CT

*306 York Street
New Haven, CT 06511
203.562.3157*

The Mory's Association, Inc. (Mory's) seeks to hire a qualified individual to manage the finances of this historic city club located in the heart of the Yale University campus. He/she will be responsible for all aspects of accounting and financial reporting for the Club. Established competency areas are expected to include: preparation of financial statements, forecasts and other financial information through the interpretation, analysis, reporting, and reconciliation of operating and financial data for the Club and Mory's Preservation, Inc. (MPI), a 501 (c) (3) corporation responsible for the preservation of Mory's premises and traditions; conversion of such data into the useful information that guides management and the Board to make informed decisions; development of internal control policies and procedures; management of the technology supporting Club accounting and related financial information (Clubessential); and supervision of the training and professional development of any direct reports.

The position requires a bachelor's degree and 3 - 5 years related club accounting experience or equivalent combination of education and experience. Compensation will be commensurate with experience, and benefits include health care, dental and vision coverage, life insurance, PTO, holiday, and annual performance bonuses for full-time position.

Mory's is a Connecticut non-profit 501(c)(7) corporation, founded by a group of Yale alumni in 1912 to operate the business of a popular tavern dating to the mid-19th century. Mory's has over 14,000 members and includes a restaurant and bar open for lunch and dinner Monday through Saturday. The Club is at the center of the social, civil, and cultural life of Yale University and the New Haven community. The building on York Street is listed on the National Register of Historic Places and was recently renovated to incorporate a formal bar, lounge, and outdoor dining. More information about Mory's can be found at its website at www.morys1849.org.

Candidates with an interest in this position should send a letter and resume to the following two addresses:

Carla Cruzoni, General Manager
Email address: ccruzoni@morys1849.org
Margaret Ware, Controller
Email address: mware@morys1849.org

The Mory's Association, Inc.

Controller Job Description

I. Position

- Controller of The Mory's Association, Inc. ("Mory's"), reporting jointly to the General Manager and the Board of Governors, through the Treasurer.
- Member of the Mory's Management Team

II. Job Summary

- Responsible for all aspects of accounting and financial analysis and reporting for Mory's and Mory's Preservation, Inc. ("MPI")
- Preparation of budgets, forecasts and internal financial statements
- Analysis and interpretation of operating and financial results; conversion of same into useful information to guide management and the Committees and Boards of Mory's and MPI to make informed decisions about business strategy and execution
- Development and management of internal accounting and control policies and procedures
- Management of banking and broker relationships, insurance policies, payroll and the technology supporting the activities of Mory's and MPI
- Management of external financing relationships and inter-company transactions between Mory's and MPI
- Management of the relationship with external auditors and coordination of the audit process, including the preparation of annual reports and the filing of tax returns
- Work with the General Manager to develop and implement HR policies and practices
- Work with the General Manager to oversee the design, implementation and financial reporting of major capital projects
- Ensure accurate recording of annual fund and capital gifts to Mory's and MPI and the timely and professional acknowledgment of same to donors
- Attend Board and Committee meetings, as appropriate, including the preparation and presentation of regular and special financial reports and analyses
- Supervision of the training and professional development of any direct reports.