

## Assistant Controller

University Park Country Club (UPCC) is seeking an Assistant Controller who has experience in accounting and payroll. The Assistant Controller should have a minimum of 5 years of experience in accounting. We are seeking a candidate with Club and/or Hospitality accounting experience.

UPCC, has a stellar reputation and is a semi-private country club that serves approximately 1200 residents in 32 communities, as well as, banquet events. The Club includes a Restaurant, Club House, 27-hole Golf Course, Pro-Shop, and Tennis and Fitness facilities. If you are interested in working with a professional team of accounting staff and you have the necessary qualifications that are outlined below, we welcome your resume submission.

The Assistant Controller will have accounting and payroll position responsibilities:

**Accounting Responsibilities:** The incumbent will manage incoming bills and invoices on behalf of the Club. The Assistant Controller gathers and sorts documents to prepare for financial reconciliation, pays invoices, schedules and prepares disbursements, and obtains authorization of payments.

- Prepares work to be accomplished by gathering and sorting documents and related information.
- Pays invoices by verifying transaction information; schedules and prepares disbursements; obtains authorization of payment.
- Deposits payments via remote deposit software or by preparing deposit slips for bank delivery.
- Reconciles and maintains General Ledger accounts.
- Verifies accounts by reconciling statements and transactions.
- Resolves account discrepancies by investigating documentation; requests issuance of stop payments, payments, or adjustments.
- Assists Accounts Receivables as time allows.
- Maintains financial security by following internal accounting controls.
- Maintains financial historical records by filing accounting documents.
- The Assistant Controller contributes to team effort by accomplishing related results, as needed.
- Performs additional accounting responsibilities as requested by the Finance Director.

**Payroll Responsibilities:** The incumbent will manage all payroll operations and be a liaison between payroll vendor, Paycom and the company.

- Ensures all bi-weekly payroll transactions are processed efficiently.
- Collects, calculates, and enters data to maintain and update payroll information.
- Compiles summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages.
- Determines payroll liabilities by calculating employee federal and state income, social security taxes, employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies.
- Runs and creates custom reports associated with each payroll run.
- Develops ad hoc financial and operational reports, as needed.
- Works directly with Department Managers and employees in reconciling time attendance and wage issues.
- Works with the Finance Director in obtaining General Ledger information.
- Maintains payroll operations by following policies and procedures.

- Works closely with the HR Director in reporting wage administration, salary increases, performance bonuses, exceptional performance awards, etc.

**Qualifications/ Skills & Abilities:**

- Bachelor's in Accounting preferred
- Minimum of 5 years of accounting experience
- Minimum of 2 years of payroll experience
- Proficiency in math skills
- Attention to detail
- Accuracy in performance
- Time Management
- Timely delivery of assignments
- Experience in Clubsystems software preferred
- Proficiency in Microsoft suite, especially in Excel
- Proficiency in adapting to new software

**Salary:** Contingent upon work experience.

**Benefits:** Company offers a competitive benefits package, including Medical, Dental, Vision, Life Insurance, 401(k) and more.

All replies should be sent to Linda Somma, HR Director at [lsomma@universitypark-fl.com](mailto:lsomma@universitypark-fl.com).