



Worthington Country Club was established in 1991 and turned over to the members in 1994 and consists of 799 homes. Worthington offers an exciting championship golf course which was recently renovated in 2017. Members can also enjoy the Clubs Activity Center and Exercise facilities, Five Clay Tennis Courts and Three Bocce Courts. Members have a wide variety of choices for their dining including a poolside Cabana for the casual dining experience or indoors at the Pub or Windsor Dining room. We offer intimate Private Parties, as well as Member events, Weddings and Banquets up to 250.

Job Title: Controller	Department: (80) Administration
FLSA Status: Exempt	EEO Category: Professional
Reports To: General Manager	

Position Summary:

The position of Controller is a management level position that will guide and direct the financial operations of the Association and is responsible for all aspects of accounting, ensuring the Club is in accordance with generally accepted accounting principles. The Controller is responsible for the Associations financial plans and policies, its accounting processes and policies, the maintenance of systems of internal controls, preparation of monthly financial reporting packages, budget controls and procedures, forecasting, analysis of departmental revenue and costs, control over fixed assets and annual maintenance and update of the Associations Replacement Reserve Schedule. The Controller is also responsible for all of the Association's banking relationships including short term investments and lending. The Controller will report directly to the General Manager and directly interface with the Finance Chair and Department heads in fulfilling his/her responsibilities.

Tasks/Duties:

- Maintain, coordinate, and review all accounting activities to ensure all financial transactions are properly recorded and reconciled. This includes but is not limited to accounts payable, accounts receivable, general ledger, trial balance, journal entries, bank reconciliations, payroll, accrued expenses, and fixed assets.
- Oversees member billing and collections
Cash Management-ensures that excess cash is invested timely in accordance with Associations financial policies.
- Conducts timely and accurate preparation of monthly financial statements and reporting packages which includes detailed department analysis and explanation of budget variances. Prepares reforecast of operating budget for remainder of the year.

- Reports to the Finance Committee and Master Board monthly as to the Financial status of the Club.
- Monitors and reconciles financial activities of special projects and prepares reports, as necessary.
- Work with General Manager and Department Managers to develop and manage operating and capital budgets.
- Maintain and annually update Replacement Reserve Schedule, including calculation of minimum funding requirements. Review and update fixed asset records as a result of this review.
- Oversee payroll process including review of payroll register for exceptions.
- Review and approve check package. Review cash disbursements register for unusual payments.
- Review monthly accrued expense analysis.
- Coordinates with Associations External Auditors in arranging and coordinating annual audit.
- Responsible for compliance and filings with all federal, state, local taxing authorities.
- Assists General Manager in negotiation, adequacy, and maintenance of the Association's insurance policies.
- Oversees departmental monthly inventories.
- Actively interfaces with Golf, Golf Course Maintenance and Food and Beverage Managers providing financial analysis and data to support the operations.
- Performs other duties as requested by the General Manager.
- Recommends enhancements to processes and financial policies, as appropriate.
- Hires, Trains Accounting Department employees
- Provides timely performance feedback to employees including written performance appraisals, and as needed initiate coaching/counseling actions.
- Responsible for overseeing and complying with record retention policies.
- Other responsibilities include:
 - Ensuring that company policies are carried out or complied with
 - assisting other departments in forecasting and financial needs
 - accelerating cash receipts and controlling disbursements
 - overseeing bank balances, maintaining lines of credit and banking relationships
 - recommending investment vehicles (and coordinating cash needs with investments)
 - establishing and maintaining credit and collection procedures
 - controlling profit-sharing records
 - evaluating and implementing computerized accounting systems.
- Complies with and promotes all organization policies and procedures, including the Drug free Workplace policy.
- Regular attendance is a requirement of this position.

Qualifications:

- Bachelor's Degree in Accounting/Finance or Work Experience Equivalent.
- Minimum of 5-7 years' experience in Club Accounting (3 as a Controller/Assistant Controller)
- Proficient in Excel, Word, Outlook, Power Point, Jonas Accounting and POS System

Skills and Attributes:

- Strong interpersonal skills including ability to communicate effectively, ability to listen and comprehend, ethical, assertive, problem solving, team player.
- Operate typical office equipment, such as copier, fax, scan, postage meter, phone system, etc.
- Organizational Skills- able to maintain documents in an orderly manner supporting timely retrieval of information.

Compensation and Benefit

Base salary commensurate with experience * Standard benefits, Medical and Dental after 60 days, 401K (after 1 year)

Application Instructions

Professionals interested in applying for this position, please submit Cover letter and Resume to:

Carol Ann Carney, CAM
General Manager, COO
cacarney@worthingtoncc.net