



# Winter Park Racquet Club

## Controller

*Nestled in the quiet suburbia of historic Winter Park, on the eastern shore of beautiful Lake Maitland. Founded in 1953, the Racquet Club's legacy began with the purpose of "...bringing together those interested in healthful and social pastimes...the development and advancement of all legitimate athletic sports and social activities...and the establishment and maintenance of suitable and convenient places of resort...for the Members, their families, and their guests."*

### **Position Overview**

The Controller directs the financial operation of the Club, reporting directly to the General Manager and Club Treasurer. They supervise the accounting functions and directly assist the General Manager and Club Treasurer on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. This position develops policies to control and coordinate accounting, cash forecasting and controls, auditing, budgets, taxes and related activities and records. The Controller develops, establishes and administers procedures and systems pertaining to financial matters and prepares financial statements, forecasts and analyses for all administrative and managerial functions. They maintain all accounting records; develop, analyze and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to the finance committee and Board of Governors. This position supervises the staffing, scheduling, training and professional development of administrative staff.

### **Accounting Job Tasks/Duties**

- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the Club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Conducts or supervises the timely preparation of the monthly financial statements and reconciles all balance sheet accounts each month.
- Complete a daily reconciliation of all cash accounts and communicates cash needs, as necessary.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments and General Manager; analyzes financial information, monitors budgeted versus actual

expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.

- Works with the General Manager and Department Heads to plan and manage capital budgets and cash flow statements.
- Works with the Club's external auditors to assure that procedures are consistent with club policies and financial information is properly recorded.
- Interacts with club members, as necessary, and demonstrates strong customer service and relationship skills.
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
- Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other Club assets.
- Negotiates along with General Manager and Club Treasurer to acquire property and casualty insurance to protect the Club's assets.
- Verifies that all insurance records for Club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, wage accounts and petty cash account.
- Informs and advises Department Heads about the financial aspects of their responsibilities.
- Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
- Maintains fixed asset ledgers and prepares monthly and annual depreciation schedules.
- Audits all cash and charge expenditures and supervises the drawing of all checks.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Acts as Club notary.
- Maintains all corporate licenses and leases to include Federal, State, County and City.
- Provides oversight of IT functions and acts as primary contact for outside 3rd party IT partner

### **Board and Committee Duties**

- Attends monthly Board and Finance Committee meetings, as required.
- Advises and guides Board, Executive Committee and Finance Committee on matters of record keeping, accounting, bylaws and required meeting calendar.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Governors, Executive Committee, Finance Committee and other Club committees.
- Works with the Board in maintaining bylaws and articles of incorporation additions and changes.

### **Supervisory/Administrative Duties**

- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Selects, trains, supervises, schedules and evaluates accounting staff which include Accounts Receivable/Membership, Accounts Payable and HR/Payroll Staff. Plans professional development and training activities for staff.
- Supervises and oversees credit applications for vendors for General Manager approval.
- Negotiates and administers employee benefits including health and life insurance, pension plans and workers' compensation; gathers information and assists the General Manager and Human Resources in making decisions about employee benefit plans.

- Manages assigned projects as they relate to the department and Club's needs.
- Monitors accounts receivable and takes action according to established Club policies and procedures.
- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Monitors collection procedure of past due accounts, advises General Manager and Board when difficult situations may arise.
- Manages the issuing of membership certificates, recovers certificates from terminating members and conveys to new members; cancels and redeems certificates and makes appropriate collections and refunds.
- Maintains necessary procedures for confidentiality relating to Club and employee issues.

#### **Education and/or Experience**

- Bachelor's degree from four-year college or university with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing.
- Five to seven years of professional accounting experience with at least three to five of those years at the Controller level or equivalent in private club operation.
- Experience with RSM auditing a plus

#### **Job Knowledge, Core Competencies and Expectations**

- Consistently monitors cash flows.
- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Knowledge and understanding of club retirement plan.
- Knowledge of pertinent federal and state employment laws and practices.
- Knowledge of and ability to perform required role during emergency situation.
- Must have excellent communication and organizational skills.
- Advanced computer skills, specifically in Excel as well as proficiency in all Microsoft Office applications.
- Knowledge and understanding of 501C7 non-profit corporation laws and practices.

#### **Physical Demands and Work Environment**

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.
- Drug Free Workplace

#### **Compensation and Benefits**

- Salary commensurate with experience
- Simple IRA Plan
- Medical, dental, vision, life, short and long term disability
- Vacation and Sick time

**To apply please send resume to [clubhouse@wprc.net](mailto:clubhouse@wprc.net)**