



**Bear's Paw Country Club
Job Description**

Job Title: Controller
Reports To: General Manager
FLSA Status: Exempt
Department Accounting
Supervises yes
Prepared Date November 2022

SUMMARY

Responsible for the development and operation of an effective system of accounting, budgetary, financial, asset and production controls over all Club activities. Advises and makes recommendations to each General Manager, concerning financial and control aspects.

HOURS/DAYS

Monday through Friday, occasionally weekends depending on amount of work and deadlines. Hours fluctuate based on level of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- Directs Financial operations of the Club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information. Evaluate 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, tax matters, a compilation of statistics, and office methods and procedures when approved.
- Manages and conducts internal auditing programs to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares capital and 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.
- Supports annual financial audit as the primary point of contact to external auditors.
- Prepares and verifies financial reports made to agencies and trade and professional organizations for which dissemination is consistent with Club policies.

- Directs, participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc.; Monitors to assure 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 a third-party broker. In conjunction with General Manager, reviews leases for golf course, and fitness agreement.
- Informs and advises other department heads regarding the financial aspects of their areas.
- Directs the preparation and presentation of each entities budget and sees that the various Department Managers are advised and assisted as necessary in the preparation of their individual budgets.
- Acts as key contact and authorized signatory for Club bank accounts, accounting issues, and vendor and payable issues, and Club auditors.
- Ensures all organization tax return filings and business licensing for the Club are maintained accurately and on time.
- Handles and monitors cash, investments and recorded debt set forth by Board guidelines
- Analyzes and presents monthly or more often to the various Department Managers regarding their department's variations between budgeted performance and actual results in both assets and operating accounts and suggests possible corrective actions.
- 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.
- Responsible for payroll rates and reviews and timekeeping functions. Serves as the liaison in the coordination of associate benefits.
- Oversees the billing and/or other contractual accounts for their fees and charges and the enforcement of rules in connection with limitation thereon.
- Safeguards the Clubs assets and books of accounts; sees that entries in these books are properly recorded, and that all financial statements issued are consistent with these books.
- Sees that federal, state and local tax returns and license applications are promptly, properly and accurately prepared, and that every effort is made to minimize such charges by payment so as to benefit from all discounts offered, etc.
- Safeguards cash on hand and funds in the various bank accounts; sees that income is properly and correctly deposited; approves all coding of invoices and supervises the drawing of all checks.
- Supervises the accounts receivable and preparation of lists of past due accounts; notifies the drawee of returned checks; reminds by mail, email or phone such delinquent accounts, and reports remaining delinquent accounts to the General Manager, Corporate Control and President of the Board.
- Manages the cash requirements of the Club, communicates cash needs and shortfalls to the General Manager.

- Conducts such relationships as are necessary to the accomplishment of the Independent Public Accountants functions; shares experiences fully and wholeheartedly aids their search for facts, accepts and acts in their suggestions for improved procedures.
- Responsible for interviewing, hiring, training, planning, assigning and directing work, evaluating performance, rewarding and disciplining employees, addressing complaints, and resolving problems for all staff members within specific areas of responsibility.
- Prepares payroll and serves as the liaison regarding timekeeping discrepancies.
- Reviews and recommends vendor and utility services, provisions, and contracts.
- Reconciles all bank account statements for monthly accuracy of bank activity that serves as part of internal audit function.
- Instrumental in IT recommendations for software and hardware updates, upgrades, implementations, and maintenance that will produce the best reporting results and cost effectiveness.
- Ensures operations of Clubs financial standards, methods and operations are compliant and current with all local, state, and federal regulatory agencies.
- Negotiates and analyzes employee benefits including health and life insurance, 401k and workers' compensation; gathers information and assists the general manager and human resources in making decisions about subsidization levels for employee benefit plans.
- Provides financial analyses for capital investments, contract terms, and pricing decisions of Club.
- Maintains membership in outside professional organizations, attends conferences, workshops and meetings to keep updated of current information and developments in the field.
- Coordinates closely with the Club's Treasurer through regular meetings and reporting. Prepares accounting reports as necessary and appropriate for dissemination to the Board of Governors, Executive, and other Club Committees.
- Administers the Club's 401K plan, basic human resource duties including employee benefits programs, and files other related filings.
- All other duties as directed.

COMPETENCIES

- Ability to read and interpret documents, write routine reports and correspondence and speak effectively in English before members and guests.
- Ability to perform complex accounting and math computations.
- Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to maintain composure and handle stressful situations.
- Detailed oriented with ability to organize and prioritize assigned projects.
- Maintains professional appearance and demeanor at all times.
- Strong management skills include planning, setting priorities, decision making, facilitating, process improvement, providing regular performance feedback, developing employee skills, and encouraging

employee growth. Ability to use effective problem-solving skills and make independent decisions when circumstances warrant, and exhibit sound and accurate judgment.

- Ability to establish and maintain effective working relationships with all staff. Teamwork is the foundation of the Club's success.
- 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.
- Must be able to follow instructions, respond to management direction, and solicit feedback to improve performance. Must be detail-oriented, able to prioritize, multi-task, plan work activities, and use time effectively.
- Must have an excellent knowledge of technology. Has the skills and abilities to use Word, Excel, Jonas, Outlook, the internet, and PowerPoint. Knowledge of automated financial and accounting reporting systems.
- Must be able to work normal business hours and be available to work certain nights, and weekends, for special club events or committee meetings
- Maintains affiliations in appropriate professional Clubs to remain current in profession
- Ability to maintain strict confidentiality.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in accounting, finance, or business management (with an emphasis on finance). CPA preferred.
- Three-year minimum experience as a controller or similar position at a club or within a hospitality environment.
- Three years previous supervisory experience preferred.
- Solid knowledge of GAAP and regulations
- Three years of related experience in financial management with a country club, sports facility, or hospitality setting; or equivalent combination of education and experience. CPA
- Knowledge of Labor Laws and Human Resources practices is preferred.
- Five years of experience or more in a supervisory accounting role.
- Excellent written and verbal communication skills and customer service skills required.
- Must be detail oriented, organized, multi-task oriented and possess excellent communication skills.
- Must be computer proficient. Knowledge of windows-based programs such as Word, Excel. Must be able to use email and utilize internet.
- Proficiency in Northstar Management Software preferred
- HRIS system knowledge preferred.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Florida notary public preferred
- First Aid/CPR/AED Certified preferred.
- CPA or CHAE preferred

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use sit, hands to finger, handle or feel objects, tools or controls and talk or hear. The employee is occasionally required to stand, walk, kneel, crouch, climb and balance, bend, stretch and twist or reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust/focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors in an office setting.

ABOUT THE CLUB

Bear's Paw is a private, member owned, 18-Hole Jack Nicklaus Signature Course, limited to 327 golf members. The golf course was completely renovated in 2015 and a newly constructed \$12M clubhouse and fitness center were opened in November of 2019. We provide our members with an exceptional golf program that includes 18 & 9 WGA, MGA, and Mixed Golf events.

To apply, please email your cover letter and resume to Sean Redding at
GM@bearspawcc.org

We look forward to meeting you!!!