



As a result of retirement, The Town Club is looking for a Controller/Human Resources Manager. The Town Club is located west of Milwaukee in Fox Point, Wisconsin. It was established in 1908 and currently has approximately 420 members. The Town Club is member-owned, family oriented and is operated solely for the benefit of its members. The Club offers a complete array of athletic, social, and family activities for its membership to enjoy including tennis courts, platform tennis courts, pickleball, and a swimming pool complex. There are multiple dining outlets which range from very casual to traditionally elegant and all receive excellent membership support. In peak season, the Club employs approximately 125 individuals.

Position Summary: This is a hands-on position and represents an extraordinary opportunity to become a key member of the Senior Management team. The Controller reports to the General Manager and assumes a strategic role in the overall management of the Club. Partnering with the GM, the Controller helps establish financial policy and direction while being an active participant in, and driver of, the Club's overall strategy. The Controller has primary, day-to-day responsibilities for planning, implementing, managing, and controlling all financial related activities of the Club. This includes direct responsibility for accounting, finance, IT, Inventory, payroll, benefits, forecasting, strategic planning, budgeting, legal, human resources, insurance, banking and compliance with private and institutional finance and accounting.

Responsibilities:

- Partners with the General Manager on all financial issues. Provides recommendations based on financial analysis and projections and revenue/expense analysis.
- Provides recommendations to enhance financial performance and business opportunities.
- Oversees long-term budgetary planning in alignment with The Club's strategic plan
- Oversees the budgeting process and the implementation of budgets to monitor progress and present operational issues and opportunities.
- Manages cash flow and forecasting.
- Ensures that financial systems are maintained in accordance with GAAP/Tax rules and monitors the use of all funds.
- Oversees the preparation and approval of all financial reporting materials, prepares, and communicates monthly and annual financial statements and other periodic financial reports.
- Manages all audit and year-end tax return activities. This includes implementing and monitoring sufficient internal controls to maintain the integrity of the Club's assets.
- Reviews all finance, communications, and IT related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.
- Assists Departmental Managers with the hiring of the most qualified applicants
- Evaluates and manages all banking/investing/borrowing related activities.
- Evaluates and manages all insurance related activities (commercial, workers' compensation and employee benefits).
- Processes all aspects of accounts payable from receiving invoices, coding invoices, entering invoices, and processing and mailing payments.
- Processes semi-monthly payroll through ADP Resources
- Process all monthly sales tax returns and year end vendor form 1099-NEC.
- Establishes and maintains relationships with external expert partners including banking, legal, insurance, retirement plan, audit, and tax. As appropriate, conducts due diligence bid processes for these relationships.
- Maintains a strong industry awareness and consistently works to improve industry knowledge and expertise.
- Articulates a vision for the Club's finance, IT, and communications programs that aligns with the vision for the Club as a whole.
- Models core values, including a commitment to learning and a willingness to take risks while seeking opportunities to change, grow and improve. Inspires a shared vision, fosters collaboration, and recognizes the contributions of others.
- Guides and develops staff to become exceptional leaders within the Club.
- Influences and provides guidance to other departmental teams outside of direct span of control.
- Provides guidance on attracting and developing key Club team members.

Qualifications: Competitive candidates should be responsible, experienced, and progressive leaders with a bachelor's degree in accounting/finance. They should possess at least 10 years of accounting experience (hospitality industry preferred) with 5 years supervisory experience. Candidates should be able to demonstrate experience that



includes gathering and evaluating financial information and making actionable recommendations. Candidates should have relevant experience managing finance (accounting, inventory, budgeting, control, and reporting), payroll and employee benefits, legal, insurance, retirement plans, communications and IT for an established organization, preferably one that is in the nonprofit arena. Financial acumen is necessary but alone not sufficient to succeed in this position.

Competencies:

- Responsible and proactive, extroverted, with demonstrated experience providing progressive leadership and working as a true business partner to the General Manager of a small organization.
- Demonstrated success in managing the key areas noted above.
- Skill in examining, developing, reengineering, and recommending financial communications, human resources and technology policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- A collaborative and flexible leadership style, with a strong service mentality.
- A team player who is committed to lifelong learning and professional development.
- A hands-on manager with integrity and a desire to work in a dynamic, service driven environment.
- Excellent communication skills: writing, verbal, presentation, and meeting.
- Able to interact appropriately with Club members to resolve concerns while maintaining Club standards and expectations.
- Strong commitment to developing team members.
- Demonstrated commitment to the private club experience with a passion for the Club's mission, values, and vision.
- Ability to interact directly with department managers providing leadership, support, and guidance.

Reports to: The General Manager

Salary and Benefits: An appropriate salary, commensurate with qualifications and experience, will be offered. The Club offers an excellent performance bonus and benefit package including:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off

Experience:

- Supervising: 5 years (Preferred)
- Accounting: 10 years (Preferred)
- Hospitality/Resort: 5 years (Preferred with Jonas software)

Education:

- Bachelor's (Required)

Interested, qualified candidates should email their cover letter and resume to General Manager, Frank DiLapo, at Frank@thetownclub.com