



CONTROLLER

JOB SUMMARY:

Stonebridge Country Club is hiring a Controller. The Controller will direct the club's financial operations, develop policies and procedures to control accounting, budgeting, taxes, and record keeping, manage and develop accounting staff, and be responsible for the club's Human Resources function.

JOB TASKS:

1. Manages the club's accounting and human resource personnel, including accounts receivable, payroll, and accounts payable.
2. Oversee the member billing and collection procedures.
3. Monitors the collection of past-due accounts. Calls members with balances greater than 60 days past due and reports to the General Manager, Finance Committee, and Board when difficult situations arise.
4. Provide payroll information for the bi-weekly payroll process.
5. Acts as a backup if payroll personnel are absent on payroll day.
6. Supervises the inputting of invoices, assuring proper approval and account coding.
7. Completes a weekly check run, assuring payments are made timely.
8. Safeguards all funds in bank accounts and cash on hand. Assures all deposits are properly deposited and recorded and all withdrawals are properly authorized.
9. Completes all necessary procedures required for a month-end close.
10. Prepares monthly financial statements and related schedules to be presented to the Finance Committee and Board of Directors.
11. Works with Department heads to ensure proper accounting for costs and revenues.
12. Reconciles monthly all general ledger accounts.
13. Maintains fixed asset details and prepares monthly depreciation.
14. Attends monthly Finance Committee and other meetings as required.
15. Prepares and files all taxes relating to sales and payroll on a monthly and quarterly basis.

16. Maintains a log of member questionnaires to monitor club compliance with the club's non-profit tax status.
17. Works with the club's external auditors and tax advisors to provide them with all necessary information and assistance for annual audited financial statements and tax returns to be completed.
18. Prepares and presents annual budgets in coordination with Department Heads.
19. Negotiates and maintains all club insurance policies.
20. Negotiates and administers employee benefits, including health and life insurance, 401k, and workers' compensation.
21. Negotiates and maintains contracts for maintenance of computers and office equipment.
22. Establishes and monitors controls for finances, assets, and inventories.
23. Completes additional duties as assigned by the General Manager

REPORTS TO:

General Manager

All interested parties should send a Cover Letter and Resume to Jimmy Dziekan at jdziekan@stonebridge-cc.org

No Phone calls will be accepted

All cover letters should be addressed to the Search Committee