



Midland Hills Country Club Controller

Reports to: GM/COO

Supervises: Administrative Assistant

Classification: Exempt

Job Summary (Essential Functions)

Act as chief financial executive at the Club. Responsible for oversight of all activities related to overall accounting operations, including financial reporting and budgeting, business analytics, internal controls, treasury, and financial regulatory compliance.

Compensation and Benefits

- The Controller position is a full-time, exempt position and offers a base salary of \$85,000 - \$95,000 commensurate with qualifications and experience.
- The club will offer an excellent benefits package that includes health, dental, life and long-term disability. Holiday and paid time off, 401k retirement plan with company contributions, employee meals, complimentary golf, and discounts on merchandise are also offered.

KNOWLEDGE AND SKILLS

- Possess knowledge of accounting principles and practices.
- Demonstrates the ability to be organized and work on multiple projects and meet deadlines by setting priorities with work projects.
- Demonstrates the ability to communicate clearly in writing and verbally.
- Proficient with Microsoft Office products (Word, Excel, Outlook, and PowerPoint) and accounting software programs. Good understanding of back-of-the-house computer system and network.
- Bachelor's degree with concentration in business administration or accounting.
 - 5+ years of professional accounting experience with at least 2+ years as Controller or equivalent position.
 - 3+ years of experience supervising a staff/team of accounting/administrative employees.
- Strong analytical and problem-solving skills.
- Excellent communication skills.

Comprehension of detailed instructions, and the ability to compose professional correspondence is required.

- Must be proficient in Microsoft Office Suite, e-mail, web browsing. Proficiency in the Club Essential or Jonas Club Systems platforms preferred.
- Detail oriented and highly organized.
- Ability to work independently with minimal supervision.

Physical Demands and Work Environment

- This position requires 40 hours per week. At times longer hours, weekends and holidays may be required.
- This is a typical office environment; you must be able to reach, bend, stretch, and sit for prolonged periods.
- You must be able to push and lift 40 pounds safely.

Essential Duties and Responsibilities

- Maintains cash flow, bank accounts and monthly bank reconciliation.
- Directly involved with the administration of employee benefits, health insurance, PTO, 401k and other benefit programs. Also does workers compensation administration.
- Manages the membership database operations, dues billing, past due charges, group billings, installment billings of initiation fees and food minimums.
- Oversees monthly member billing/invoice preparation. Also, monthly auto-ACH member payment processing.
- Coordinates with payroll company on bi-weekly payroll processing, on-boarding, and off-boarding of employees and all payroll issues.
- Maintains depreciation schedules.
- Prepares all audit workpapers and works with public accounting firm to complete annual independent audit.
- Responsible for special event billing, i.e. Monday golf events, prepaid annual dues, golf events, etc.
- Ongoing preparation of assorted reports as requested by management.
- Annual license application and submission: Food/Liquor/Tobacco etc.
- Maintain working relationships with Board of Governors, Finance Committee, Executive Committee, Long Range Planning Committee, outside auditors, bankers, creditors, insurance agents, Club Counsel, and other Committees as required.
- Advise General Manager, President, Treasurer, and Board of Governors on all important matters

- Safeguard all funds in bank accounts; assure that revenues are properly and correctly deposited and supervise the drawing of all checks
- Formulates, receives, and recommends policy proposals for approval 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.
- Verify that all insurance records for club property are properly maintained.
- Compiles, approves, and maintains credit applications for vendors.
- Administer tax policies and other government reporting requirements
- Direct or prepare the monthly trial balance and financial statements, including income statement, balance sheet and statement of changes in financial condition, with supporting schedules and other data necessary for financial reports and records.
- Prepare operating budgets, capital budgets, financial forecasts, and cash flow forecasts in coordination with the various committees, departments, and GM/COO; 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.
- Prepare accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee, and other club committees.
- Attend monthly finance committee and other meetings as required.
- Prepare a full report of the year's financial operations for presentation at the annual meeting.
- Manage and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Safeguard all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Work with the club's external accounting firm and auditors as necessary to assure that procedures are consistent with club policies.
- Maintain fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Direct and verify the taking of inventories for beverages, food, supplies, equipment, furnishings, and other club assets.
- Reconcile monthly ledgers including receivables, payables, bank statements, and other asset accounts, and wage accounts.
- Prepare or supervise preparation of applicable federal, state, and local tax returns.
- Audit all cash and charge expenditures.
- Oversee member billing and collection procedures, monitor accounts receivable and act according to established club policies and procedures on collection of past due accounts.

- Prepare and verify reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
- Maintain investment program; invests excess as prescribed by club policy and strategic objectives.
- Formulate, receive, and recommend 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.
- Maintain necessary procedures for confidentiality relating to club and employee issues.
- Assist in additional projects as directed by club management.

Human Resources

Directs the Human Resource functions of the club.

1. Manages all payroll-related activities to ensure federal and state compliance.
2. Maintains the club's 401K retirement plan
3. Manages the club's group health & dental employee plan and other related benefit programs.
4. Manages the club's personnel program; assists in development and implementation of applicable policies and procedures; processes various labor staffing reports; coordinates software applications to generate required information.
5. Coordinates all employee record-keeping functions; oversees on-going case management and reporting compliance.
6. Manages the club's group insurance, plans and workers' compensation. Directly involved with the administration of employee benefits, health insurance, PTO, 401k, and other benefit programs. Gathers information and assists the COO/GM in making decisions about employee benefit plans.
7. Advises line managers about discipline, discharge, and related employment matter

Qualified, interest candidates should email their cover letter and resume to General Manager/COO Dale Janus at DJanus@midlandhillsc.org