



## WOMAN'S ATHLETIC CLUB OF CHICAGO

### Overview

The Woman's Athletic Club of Chicago is a private club for women nestled in the heart of downtown Chicago. Established in 1898, the WAC was the first athletic club for women in America. "Created by ladies, for ladies", it elected Mrs. Philip D. Armour as its first president, and the prestigious membership included the wives of many prominent Chicagoans. For well over 100 years, the WAC has been identified with graciousness and elegance – an oasis in the heart of the city for its membership.

In 1929, the Club found its current location and hired renowned architect Philip B. Maher to design a building specifically to its member needs. An architectural treasure, the Clubhouse was awarded Landmark status in 1991. The interior of the Club reflects the early 20th century Beaux-Arts and Art Deco design. From the stunning Ballroom to the elegant Silver Room to the welcoming Drawing Room to the cozy Library – each room is uniquely designed to provide a special place for groups large and small to gather.

The WAC also boasts modern facilities for health and fitness, including a gym, studio rooms for classes, a pool, as well as a full-service spa. From music concerts to guest speakers and highly regarded authors, the WAC provides regular programming to enhance the cultural interests of its members.

Whether weddings, engagement parties, showers, anniversaries, or an afternoon tea, WAC members enjoy hosting or sponsoring special events. Members also utilize the WAC for sponsoring professional meetings related to their career areas or volunteer organizations. Throughout its rich history, the Club has adapted to the changing needs of its members. By continually developing new programs and enhancing the facilities, the WAC remains a place where yesterday's rich traditions are expressed in today's contemporary style.

### History

Founded in 1898, the Woman's Athletic Club is the first athletic club for women in America. The prestigious membership included prominent society and business names like McCormick, Ryerson and Swift. Members conceived of an oasis for women who sought a "retreat where health, grace and vigor can be restored". In 1929, the Club moved into its own building on North Michigan Avenue.

In 1991, this architectural treasure, designed by renowned architect Philip B. Maher, received landmark status in recognition of its beautiful and historically significant exterior. Members use its facilities for meetings, entertaining, wellness and lectures. Over the years, such diverse public figures as Rosalyn Carter, Cokie Roberts, Michael Frayn, Ogden Nash, Nan Kempner, Barbara Bush, and Diane von Furstenburg have participated in Club programs.

### Controller Position Summary

The Club Controller is a critical leadership position on the management team. The Controller reports directly to the General Manager and is responsible for coordinating and directing the financial planning, budgeting, and investment activities as well as performing Human Resource tasks in day to day operations. In addition to general oversight of Club financial operations, the Controller is responsible for maintaining a professional, friendly, and diplomatic relationship with all Club members. This includes taking into consideration the needs and wishes of members. The Controller works directly with the member-run Finance & Pension committees as well as the Board of Directors as needed.



## Key Objectives

- Maintain and enforce Club's internal control policies and procedures.
- Ensure accurate and timely processing of all accounting functions including accounts receivable, accounts payable and payroll.
- Prepare financial statements for the Club along with required supporting schedules.
- Prepare budgets and financial forecasts in coordination with various committees and General Manager; monitor budgeted versus actual expenditures.
- Monitor monthly reconciliation of cash, investments and other balance sheet accounts.
- Reconcile payroll tax returns.
- Verify that insurance for Club property and liability is maintained. Work with General Manager to select coverage to be recommended to the Board of Directors.
- Monitor the Club's 401K plan, provide employee data to Fidelity for annual reports, handle employee retirement forms and termination forms for the plan.
- Maintain records of tenants' sales, leases, rents, correspondence, percentage rentals, and all pass-through expenses for WAC owned retail stores.
- Supervise preparation and payment of taxes.
- Prepare applications for and ensure that city, state, and federal food, liquor, pool, and general business licenses are current.
- Review investment accounts with General Manager & Treasurer/Manage cash and investments per Club procedures.
- Supervise preparation of accounting reports as necessary and appropriate for dissemination to Board of Directors/Executive Committee/other Club committees.
- Work with auditors at the end of fiscal year and throughout the year as needed.
- Maintain Club's personnel files; coordinate all employee record keeping functions.
- Assist department managers with performance appraisals/progressive disciplinary process/discharges/and other related matters.
- Administer employee benefits & oversee any claims and lawsuits. Ensure proper event documentation and prepare for submittal to attorneys as necessary.
- Perform other duties as deemed necessary by the General Manager & Treasurer.



## **Competencies and Qualifications**

- Bachelor of Arts in Accounting or related field, CPA preferred.
- 5-7 years related experience and knowledge of City of Chicago and not-for-profit organization compliance requirements preferred.
- Excellent time management/ organizational/customer service skills.
- Fluent in written & spoken English.
- Have a good working knowledge of software systems (i.e. Word, Excel, Outlook, POS, timecard systems)
- Excellent critical thinking skills as well as sound judgement and decision-making skills.

## **Departmental Policies:**

- PTO days are granted based on member needs and Club events. Days off will be determined on a first come first serve basis. No exceptions.
- Continuing education classes sponsored by or paid for by the Club are considered workdays. In addition to progressive disciplinary measures for missing class, deposits/fees for missed classes will be charged back to the employee.
- Show concern for and pride in the growth & image of your department & the Woman's Athletic Club.
- Professional business attire at all times.

Interested and qualified applicants should submit their resume and cover letter to both:

Ryan, at Strategic Club Solutions  
[ryan@strategicclubsolutions.com](mailto:ryan@strategicclubsolutions.com)

Nevena, at Strategic Club Solutions  
[nevena@strategicclubsolutions.com](mailto:nevena@strategicclubsolutions.com)

All submissions should be sent no later than April 30<sup>th</sup>, 2018.



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