



JOB TITLE: Controller

DEPARTMENT: Accounting

REPORTS TO: General Manager

DIRECT REPORTS: Accounts Payable Specialist, Human Resources Generalist

SALARY AND BENEFITS: Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus plan and benefit package, including association membership.

White Eagle Golf Club opened in 1989 and is a premier full-service private country club in Naperville, IL. The mission of the Club is to provide a premier private golf and social experience for its members, their families and guests, by offering high-quality services and facilities in a fiscally responsible manner. Originally designed by Arnold Palmer, the Club offers 27 holes of golf that are set on approximately 163 acres. The three nine-hole courses are challenging and in impeccable condition allowing White Eagle to build a rich history of hosting prestigious golf tournaments.

General Summary: The Controller has oversight of all accounting, auditing, and financial operations. The Controller provides timely and accurate financials to Executive Management, the Finance Committee, and the Board of Directors.

Essential Functions:

- Enforce developed internal controls to protect the financial integrity of the Club and ensure compliance with federal, state, and municipal rules and regulations.
- Responsible for preparing timely and accurate monthly financial statement package, including, but not limited to: Statement of Financial Activities, Statement of Financial Position, Statement of Cash Flows, and a detailed Variance Report.
- Monitors and has complete oversight of monthly and annual operating and capital budgets.
- Proficient with reporting, automation, and analysis.
- Prepares monthly journal entries.
- Reconciles, reviews, and/or approves monthly general ledger accounts.
- Participates in the annual audit, including the preparation of audit workpapers and tax computations.
- Maintains fixed asset ledger and develops database.
- Reviews and posts daily sales batches. Responsible for reporting any inaccuracies or inconsistencies and producing daily, weekly, and monthly sales reports.
- Manages member billing (accounts receivable) by posting non-POS batches, sending monthly member statements, and answering member account inquiries.

- Interfaces with Department Heads to maximize revenue capture in Food and Beverage, Golf, Racquets, and Aquatics.
- Coordinates account collection process by working with Club Treasurer so that Members receive proper notifications on past due accounts.
- Oversee accounts payable function ensuring vendor files are complete and approved by the General Manager prior to payment.
- Oversee and process biweekly payroll and manage all timekeeping system and payroll issues.
- Assists General Manager in the development and preparation of annual operating, capital, and cash budgets and collaborates with the Department Heads through the budget revision and adaptation process.
- Prepares projections and analysis as requested by the General Manager.
- Completes the filing of monthly city and state sales taxes.
- Attends and participates in monthly Finance Committee meetings. Prepares meeting minutes for General Manager and Chair review.
- Attends and participates in weekly Department Head meetings.
- Other duties as assigned by the General Manager, Finance Committee, and Board of Directors.

Competencies:

- Advanced knowledge of Microsoft Excel and other Office products.
- Strong interpersonal skills with the ability to effectively communicate with Club leadership, general membership, executive management, and team members.
- Strong organizational skills with the ability to maintain documents in an orderly manner supporting timely retrieval of information.
- Ability to work independently and as a collaborator. A self-starter who embraces and owns a challenge.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Educations/Experience:

- Preferred bachelor's degree in accounting or business administration
- Minimum of two years of experience required
- Private Club/Hospitality industry experience a plus
- Clubessentials experience preferred

Apply by contacting Chad Drake, General Manager at cdrake@whiteeaglegc.com