

THE SOMERSET CLUB
42 Beacon Street, Boston, MA 02108

Financial Controller – Immediate Opening

April 9, 2024

We are seeking an experienced, energetic Controller to join our team at the Somerset Club. The successful candidate will be responsible for managing the Club's financial operations and processes, ensuring compliance with all relevant regulations and standards, providing financial guidance to the Club's management team, Finance Committee, and Executive Committee. Regular work hours with some increased demand during the annual budgeting process in January and February.

Key responsibilities:

- Critically evaluate and optimize all financial planning, analysis, budgeting, forecasting, and reporting activities for the Club and related entities to drive efficiencies and enhance decision-making.
- Manage the Club's cash flow management, financial transactions, tax, insurance, payroll, benefits, permitting, and licensing processes, identifying opportunities for process improvements and vendor optimization.
- Spearhead the continuous assessment and enhancement of the Club's Point of Sale, Club Management software, and related technology systems, ensuring alignment with best practices and industry standards.
- Develop and implement robust financial controls and procedures to safeguard the Club's assets, leveraging technology and automation where possible.
- Prepare and deliver insightful financial reports and presentations to management, the Club's Finance Committee, Officers, and Executive Committee, providing data-driven recommendations for strategic decision-making.
- Collaborate with external auditors and oversee the Club's annual audit process.
- Provide in-depth financial analysis and recommendations to support the Club's strategic initiatives, fostering a culture of continuous improvement and innovation.

Requirements:

- Bachelor's degree in Accounting, Finance, or a related field
- Certified Public Accountant (CPA) designation preferred
- 5+ years of demonstrated experience in a financial management role, ideally in the hospitality industry
- Strong knowledge of accounting principles and financial regulations
- Strong familiarity with Excel analytical modeling
- Excellent analytical and problem-solving skills
- Proven ability to communicate effectively with stakeholders at all levels
- Experience with financial software and systems and an open, technology and process improvement-oriented mindset
- Can-do attitude, friendly demeanor, and ability to get along with various constituencies

If you have a passion for finance and hospitality and are looking for an exciting opportunity to join a hard-working, motivated team, we want to hear from you. Please submit your resume and cover letter detailing your relevant experience and qualifications.

Compensation and Benefits:

- Base salary commensurate with experience.
- Annual performance bonus.
- Health insurance, three weeks paid vacation, 401K match, professional development expense allowance.

Requirements

Full time in-office at 42 Beacon Street

Must be able to maintain a stationary position 70% of the time

Reports to

General Manager

Potentially Supervises

Bookkeeper / Payroll Administrator, Office Manager

This job description is subject to change at any time.

Background to The Somerset Club

The Somerset Club is one of the leading private clubs in the world, with a distinguished history and vibrant membership. Founded in 1851, the Somerset Club was the preeminent social club in Boston, and the Club prides itself on maintaining that reputation to the present day. The Club has nearly 700 men and women members (just below our constitutional limit).

The Somerset Club is open year-round, closing to members for two weeks at the end of August. In addition to our Main Dining Room, which seats 80, the Club has a ballroom that seats 110, and many other private dining rooms and is about to undertake a project to build out further dining and bar space on the ground floor. The Club has seven recently renovated bedrooms, popular with both members, and guests from reciprocal clubs. There are currently 8 salaried employees, along with 60 full and part-time staff.

Contact:

Benjamin Hales

General Manager

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