

**JOB OPENING TITLE:**

Accounting Manager

**CLUB CITY/STATE:**

Mattapoissett, Ma

**CLUB NAME:**

Bay Club at Mattapoissett (The Bay Club)

[www.bayclubmatt.com](http://www.bayclubmatt.com)

**REPORTS TO:**

General Manager

**Job Overview:**

The Accounting Manager will oversee the accounting department's day-to-day operations, ensuring the accurate and timely management of financial records, transactions, and reporting. This role requires strong leadership, analytical skills, and a deep understanding of accounting principles to drive financial accuracy and operational efficiency. The Accounting Manager will work closely with senior management and provide strategic financial insights to support business growth.

**Key Responsibilities:**

- **Financial Reporting:** Oversee the preparation of monthly, quarterly, and annual financial statements in compliance with GAAP.
- **General Ledger Management:** Ensure accuracy and integrity of the general ledger, including reconciliations, journal entries, and account analysis.
- **Payroll:** Execute Company Payroll including all accounting functions to record payroll, taxes withheld, bonuses, overtime pay, 401(k) contributions, sick time, and vacation pay (PTO).
- **Billing and Membership:**
  - Manage billing processes for membership dues, event fees, and other club services, ensuring accurate and timely invoicing.
  - Maintain member accounts and respond to inquiries about billing and account status.
  - Collaborate with the membership department to implement and manage billing strategies for new and existing members.
- **Team Leadership:** Work with CFO Consultant, AP/AR clerks, management.
- **Month-End Close:** Lead the month-end and year-end close processes, ensuring deadlines are met and discrepancies are resolved promptly.
- **Budgeting & Forecasting:** Collaborate with senior management on budgeting, forecasting, and financial planning activities.
- **Reporting and Analysis:** Prepare financial reports for the Board of Directors and club management, providing insights into financial performance and recommendations for improvement.
- **Compliance:** Ensure adherence to internal controls, corporate policies, and regulatory requirements, including tax compliance, audits, and filings.
- **Audit Preparation:** Coordinate with external auditors during financial audits and provide necessary documentation and analysis.
- **Process Improvement:** Continuously evaluate accounting processes and implement improvements to increase efficiency and accuracy.
- **Cash Flow Management:** Monitor cash flow, manage working capital, and provide projections to ensure the company's liquidity needs are met.
- **Stakeholder Communication:** Communicate financial performance and key insights to executive management and other departments.

## Qualifications:

- **Education:** Bachelor's degree in accounting, Finance, or related field
- **Experience:** 5+ years of progressive accounting experience, including hospitality roles.
- **Technical Skills:** Proficiency in accounting software (e.g., QuickBooks), advanced Excel skills.
- **Knowledge:** Strong understanding of GAAP-principles and experience with financial reporting, tax regulations, and audit processes.
- **Leadership:** Demonstrated experience managing and developing accounting operations.
- **Analytical Skills:** Excellent problem-solving and decision-making abilities with attention to detail.
- **Communication:** Strong written and verbal communication skills, with the ability to explain financial concepts to non-financial stakeholders with a customer service-oriented mindset.

## Preferred Skills:

- Experience in a Country Club environment a plus or similar industry.
- Knowledge of financial modeling and strategic financial planning.

## About Us:

Established in 2004, the Bay Club at Mattapoisett is a private Member-owned residential golf community located on the South Coast of Massachusetts that prides itself on its distinctive family atmosphere, and vibrant and active membership. It is an ideal community for young families, mid-career, and retirees alike; the excellent school system makes it a great place to raise a family. A true residential club, its membership is made up of both campus homeowners and homeowners in surrounding communities. It retains a small town feel yet is conveniently located near Cape Cod, Nantucket and Martha's Vineyard and is an hour from Boston and 45 minutes from Providence. It is the only club within 30 miles that provides a full-service country club experience. The location speaks for itself once it is experienced.

The Club encompasses 625 acres (with 300 acres of adjacent conservation land) of which the country club and golf course occupy 200 acres. The Bay Club offers one of the area's finest country club and golf experiences; the parkland design provides the low handicap golfer a true test of the game while also providing an excellent range of course layouts for both competition and the recreational golfer. In addition, the Bay Club is the one of two Certified Silver Audubon Signature Sanctuary in Massachusetts, with 88% of the original forest still preserved. We offer a variety of experiences, from enjoying the benefits and beauty highlighted by our Audubon silver sanctuary design to our Champion golf course, tennis and paddle facility, Olympic size pool, outstanding sports and fitness complex and unparalleled fine dining.

**2024 Projects** include the addition of three dedicated pickleball courts to add to our already robust racquets program. In addition, a poolside bar and dining area has been added to the already thriving summertime environment. Both opened in summer of 2024.

### ***The Bay Club is an Equal Employment Opportunity Employer***

*This job post is intended to describe the general requirements for the position. It is not a complete statement of duties, responsibilities, or requirements. Other duties not listed here may be assigned as necessary to ensure the proper operation of the Club. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.*

**JOB VALUE/COMPENSATION:**

This position is a salaried full time, year-round position. Benefits include health, 401(k) plan after first year (includes company match), year-end bonus, cell phone reimbursement, paid vacation (paid time off) and professional development allowance. Salary commensurate on experience.

**DEADLINE:**

Deadline for Applications: October 1, 2024, or until position filled

Position start date planned for October 15, 2024, negotiable

**SEND RESUME AND COVER LETTER TO:**

Greg Yeomans, General Manager

Bay Club at Mattapoissett

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