

# AGAWAM HUNT

1897

## Club Controller-Office Manager

Position Description:

### **CONTROLLER/OFFICE MANAGER**

The Agawam Hunt Club in Rumford RI., established in 1897 is looking for someone who is organized, knowledgeable, enthusiastic, and dedicated to the performance and responsibilities in the management of Club Finances and the HR profession. They need to be an expert in financial accounting functions, including but not limited to; budget management, payables, fixed assets, payroll, receivables management, forecasting needs, Human Resources, and internal controls. This person will be responsible for the fiscal operations of the club.

The Controller/Office Manager reports directly to the General Manager/Chief Operating Officer and collaborates closely with other members of the Executive Team to lead the club business office. They oversee budget management, cost-benefit analysis, forecasting needs, and internal controls. They will maintain and develop policies to control and coordinate day-to-day accounting, auditing, budgets, taxes, and related activities and records; develop, establish, and administer procedures and systems pertaining to financial matters. They are responsible for preparing financial statements, forecasts, and analyses for all administrative and managerial functions. This includes maintaining all accounting records and HR Records. They will operate under GAAP & Uniform System of Financial Reporting for Clubs, and evaluate operating results for costs, revenues, budgets, policies of operation, trends, and increased profit possibilities. He/she needs to be an expert in their field but understands the importance of continued education in oneself as well as all team members.

Requirements:

### **DESIRED CANDIDATE SKILLS, QUALIFICATIONS, ATTRIBUTES & SUCCESS**

The ideal candidate will be a Controller with a minimum of five years of accounting experience handling and directing the financial functions of an organization, including all financial reporting through the Income, Balance Sheet, and Cash Flow statements and Payroll processes. Club Experience is preferred but not required.

- The Controller manages the accounting functions and directly assists the General Manager on all strategic matters relating to budget management, payables, fixed assets, payroll, receivables management, forecasting needs, and internal controls.
- The Controller manages the day-to-day operations of the Business Office and support staff.
- Develops policies to control and coordinate accounting, inventory, auditing, budgets, taxes, and related activities and records. The controller develops, establishes, and administers procedures and systems pertaining to financial matters.
- Prepare, review, and approve monthly trial balance and resulting comprehensive financial statements, including Income Statement, Balance Sheet, Cash Flow, Membership Status, and Statement of Changes in the Financial Condition of the Club.
- Prepares forecasts and analyses for all administrative and managerial functions.

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- Maintains long-term capital project schedules, files, budgets, costing and payouts, and capital asset study
- Compiles information for external auditors for the annual audit.
- Calculates and reports all applicable taxes, city, state, and federal, as well as assists in appropriate tax preparations.
- Coordinates and processes membership renewals and billing of all member fees, including initiation fees, dues, F&B minimums, capital and debt contributions, and all ancillary charges
- Responsible for Clubhouse & Facilities functions, including but not limited to phone systems, IT, & Alarms
- Manage the POS system (NORTHSTAR) on multiple platforms across all Club departments
- The controller is responsible for all financial and corporate document retention.
- Review and process private events and club event billing
- Ideally, the candidate will have accounting experience working at clubs or other hospitality organizations.
- A charismatic individual with a sense of humor and style that is commensurate with the culture and expectations of a friendly, fun, and supportive membership and team members.
- Maintains affiliations in appropriate professional associations to remain current in the profession
- Attention to Detail and accuracy is a must and the ability to meet deadlines.
- Proficient in platform software related to responsibilities such as Microsoft excel, word, POS systems, data entry, etc.
- A confident, diplomatic, and competent professional who is a doer and take-charge person and who recognizes the importance of accountability. A creative problem solver who commands respect through professional interactions and integrity.
- To be successful, the individual must be well organized, meticulous, and able to perform at a high level.
- Optimistic, contributor, team player, and someone that enjoys what they do.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

A Bachelor's degree in Accounting/Finance or a related field of Business (with emphasis on Finance) and Certification preferred. Certification could be in one of the following: CHAE, CPA, and/or the equivalent of verifiable experience on the job. A minimum of 5 years' experience as a controller or assistant controller preferably in the Club field. Knowledge in operations with Northstar Club Software a plus.

## **BENEFITS**

This position offers a positive work environment and benefit package including:

- Health, Dental, Insurance
- Life Insurance/AD&D
- Employee meals
- Paid vacation and sick days as defined in the employee handbook

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- Monday Golf privileges when open

**DETAILS:**

Salary / 40 hours per week / Open availability required for month end and budgetary deadlines which may include a weekend for meetings or review. Hybrid work schedule will be considered.

Please contact:

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