



## Candidate Profile

### **Controller**

Ekwanok Country Club  
3262 Main Street  
Manchester, VT 05254

### Organization

Founded in 1899, Ekwanok continues to operate primarily for the pleasure of the game. Named consistently by national magazines as the number one golf course in the state of Vermont, and among the top classic golf courses in the country, Ekwanok prides itself on excellence in challenge of play. Nestled at the foothills of Equinox Mountain in Manchester, VT, the club features an 18-hole golf course, 4 Har-Tru Clay Courts, a world-class Croquet Court, and exceptional dining. The club is open May-October.

### Position Overview

Supervise the accounting and financial reporting functions and directly assists the GM and Treasurer on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal controls. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records. Develop, establish, and administer procedures and systems pertaining to financial matters. Prepare financial statements, forecasts, and analyses for all administrative and managerial functions. Maintain all accounting records. Develop, analyze, and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends, and increased profitability opportunities. Process all bi-weekly payroll processing, compensation, and benefits administration. Serves as a plan fiduciary and investment committee member for the Club's 401(k) retirement plan and maintains all plan asset record and documents. This position reports to the General Manager.

### Responsibilities

- Senior Financial Manager
- Supervises the Accounting Team
- Develops the annual operating budget, including ongoing variance monitoring
- Prepares and maintains accurate records, reports, and statements
- Create and enter journal entries in Jonas-COGS, bank fees, depreciation, worker's compensation, property tax accrual, PTO and payroll accrual, food and beverage transfers, Event COGS, employee meals, employee insurance entries to expense, general insurance, prepaid expenses, inventory transfers to expense and other misc. entries

- Develops the annual capital spending budget, monitors, and reports on progress against the budget
- Maintains the club's Asset Maintenance Plan, coordinating with Club Benchmarking to reflect asset additions and retirements
- Prepares monthly financials for GM and Treasurer for Board presentation
- Files all necessary taxes (sales and use, dues, tobacco, other)
- Gathers monetary management information and assists the General Manager in developing strategies and tactics for the Club to perform more efficiently
- Safeguards all funds in bank account; assures revenues are properly and correctly deposited. Supervises the drawing of all checks and review daily bank balances
- Maintains fixed asset schedules and prepares depreciation scheduled for year-end
- Reconcile all balance sheet accounts monthly
- Oversees the Club's risk management, computer system hardware and software operations
- Meets with the department managers to provide analytical support for department financials
- Retains, protects, retrieves, transfers, and disposes of records
- Evaluates and files all club contracts and leases
- Gathers information and assists the General Manager in making decisions about all insurance plans including employee benefits
- Maintains compliance on all licenses
- Maintain monthly Balance Sheet analysis file
- Prepare financial statements
- Analyze Cost of Goods/Inventory
- Analyze CIP Capital account projects for completion
- Prepare and submit monthly Sales Tax
- Prepare preliminary annual payroll budget files
- Oversee and process biweekly payroll
- Manage all timekeeping system/payroll issues
- Prepares for the annual audit and coordinates with external auditors
- Continually evaluates internal controls
- Ensures procedures are in place to safeguard all club assets

#### Qualifications

- Bachelor's degree in accounting with experience as a Country Club Controller
- Excellent computer skills, including proficiency with accounting, financial reporting, payroll software and Microsoft Office programs
- Effective communication skills, both written and oral, and a proven ability to work effectively with others
- High degree of initiative and proven leadership qualities
- Pays attention to details but is also able to think strategically
- Working knowledge of tax laws & reporting, including income, real & personal property, sales & use, and payroll
- Knowledge and experience with information technology

### Compensation

Salary is commensurate with qualifications and experience  
A full background check will be conducted on the selected candidate  
This is a full-time year-round position, exempt, salaried

### How to Apply

Prepare a thoughtful cover letter addressed to Lisa Wright, General Manager and clearly articulate your alignment with this role, why you want to be considered for this position at this state of your career and why Ekwanok and Manchester, VT will be beneficial to you, your family and career.

Lisa@ekwanok.com