



## Controller

### **Kernwood Country Club:**

Established in 1914 by a group of Boston business leaders, Kernwood Country Club is rich in history with the likes of Walter Hagan, Francis Ouimet, and Donald Ross himself present for grand opening exhibition matches. Today, Kernwood remains one of the most beautiful and endeared clubs on the North Shore.

Kernwood Country Club strives to provide family-oriented recreational and social activities that are not only enjoyable, but that foster friendship and fellowship. We pride ourselves on our fine dining services, and the warmth and hospitality of our staff.

### **About The Role:**

The Controller reports to the General Manager and works as an integral member of the management team, supporting the Club and department managers by providing accurate and current data to facilitate informed decisions. The Controller prepares financial statements, forecasts, and analyses for all administrative and managerial functions, and maintains all accounting records.

### **Responsibilities:**

- Manage the day-to-day accounting operations for the club
- Perform all accounting operations and assist the General Manager on all strategic matters relating to budget management, payables, fixed assets, payroll, receivables management and forecasting needs
- Maintain all accounting records; prepare, analyze and interpret statistical and accounting information
- Continuously look for process improvements and sharing of best practices to provide the board and management knowledge around the financial affairs of the club
- Prepare, review and approve monthly trial balance and resulting comprehensive financial statements
- Prepares and/or supervises preparation of applicable federal, state and local tax returns
- Oversee timely collection of accounts receivable, monitors the collection of past due accounts and advises the General Manager of all situations
- Provide the most updated technology for accurate and ease of use for members
- Reviews and emails or mails Member Statements; Applies late fees and prepaid minimums
- Coordinates and processes membership renewals and billing of all member fees

### **Qualifications:**

- Bachelor's degree in Accounting or Finance, CPA is preferred
- 6-8 years of general accounting and financial management experience

- Advanced Microsoft Excel skills with experience with Jonas (Preferred)
- Excellent verbal and written communication skills
- Understanding of generally accepted accounting principles.
- Excellent communication and relationship-building skills
- Strong analytic and problem-solving skills.
- Ability to multi-task in a fast-paced environment
- Self-motivated and team-oriented

**Compensation/Benefits:**

- Commensurate with experience and qualifications
- Comprehensive benefits package available including Health, Dental, Life & Disability Insurance
- Paid time off and 401(k) plan with matching component
- Professional development opportunities

**To Apply:**

Please send cover letter, resume, references to:  
Meg Gannon  
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