

Job Posting: Controller for Prestigious Golf Club

Join Our Team and Elevate Your Career

Position: Controller

Location: Cape Elizabeth, Maine

We are seeking a highly skilled and experienced Controller to join our prestigious private golf club, home to a renowned golf course, fine dining restaurant and thriving events business. The ideal candidate will be highly organized, detail-oriented, and capable of managing and overseeing all financial activities to ensure the financial health and sustainability of our operations.

Key Responsibilities:

- Perform all accounting operations including general ledger, accounts payable, accounts receivable, and payroll.
- Prepare accurate and timely monthly financial statements, annual budgets, and forecasts.
- Monitor and analyze financial performance, identifying opportunities for cost reduction and operational improvements.
- Ensure compliance with all financial regulations, tax laws and accounting standards.
- Manage the annual audit process and coordinate with external auditors.
- Develop, maintain and implement financial policies and procedures to enhance efficiency and control.
- Collaborate with department heads to support ongoing financial planning and decision-making.
- Provide strategic financial insights to the executive team and board of directors.

Qualifications:

- Bachelor's degree in accounting, finance, or a related field (CPA or CMA certification preferred).
- Minimum of 5 years of financial management experience, ideally within the hospitality or leisure industry.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Proficiency in accounting software and Microsoft Office Suite.
- Experience with golf club POS software is a plus.
- Excellent analytical, problem-solving, and organizational skills.
- Strong communication and interpersonal abilities to work effectively with all levels of organization and membership.
- High level of integrity and attention to detail.

Benefits:

- Competitive compensation plan.
- Comprehensive health, dental, and vision insurance.
- Retirement savings plan with employer match.
- Paid time off and holiday schedule.
- Employee discounts on club services and amenities.
- Professional development and continuing education opportunities.

If you are a dedicated financial professional with a passion for excellence and a desire to contribute to the success of a premier golf club in the greater Portland, Maine area, we encourage you to apply.

How to Apply:

Please submit your resume and cover letter to hr@purpoodock.com with the subject line "Controller Application - [Your Name]".

We look forward to reviewing your application and exploring the possibility of welcoming you to our esteemed team.