



FINANCIAL CONTROLLER

FRAMINGHAM COUNTRY CLUB • FRAMINGHAM, MASSACHUSETTS

Facilities/About the Club:

Incorporated in 1902, Framingham Country Club (FCC) is a premier private club with a diverse membership of local and seasonal residents. The Club is located about 35 miles west of Boston and prides itself on the terrific views, spectacular offerings, and challenging course for golfers at every skill level. The charming original Clubhouse, a historic house circa 1700, still exists on the north side of the property. The Club sold that house in the 1950s and purchased the home of a member which is of the current Clubhouse. Today, Framingham Country Club is an upscale 18-hole Member Equity Club with a highly renowned championship 18-hole golf course and a beautiful state-of-the-art six-lane pool with a slide, diving well, and kiddie pool for the younger children. There is also a top-notch Performance Center that offers a full array of amenities.

The membership of just over 500 includes passionate golfers, with a vibrant social membership, and many young families. Children are welcome to join the kids' camps and many other junior programming activities on and off the golf course. The Club offers two clubhouses for a total of 20,000 sq. ft. with multiple dining venues and patios and two distinct kitchens. The poolside Café also offers a smaller kitchen to serve members and guests during the very active summer months.

The 18-hole golf course which has had several redesigns by both William Mitchell and Geoff Cornish, hosted the 2018 Girls Junior Amateur Championship, 2017 U.S. Mid-Amateur Sectional Qualifier, 2016 MGA 4 Ball Championship, 2014 USGA Senior Women's Qualifier, two Francis Ouimet Memorial Tournaments, 2022 Massachusetts Senior Amateur and many other similar events dating back to 2005. In addition, FCC will host the 2024 Massachusetts Amateur, the state's most prestigious amateur golf event. Members and their guests not only enjoy the beautiful meandering golf course and these other amenities but also truly enjoy the camaraderie that the culture fosters throughout the Club.

Hours of Operation

- The Club is open 10.5 months of the year for member enjoyment; however, peak periods are from May–September and the holidays.
- The Club is closed annually from just before Christmas until early February for food & beverage services yet limited administrative services and a reduced in-person schedule applies.

Job Summary:

The **Financial Controller** (FC) directs the financial operations of the club, supervises all accounting functions, and directly assists the General Manager on all strategic matters relating to budget management, cost-benefit analysis, and internal controls. Further, he/she develops 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 operations, and trends. He/she will also lead the Human Resource functions of the club to include oversight over payroll records and assure that all applicable federal, state, and local wage and hour, Worker's Compensation and related laws are consistently complied with. He/she will also manage the club's health, retirement, and other benefits programs. An understanding of IT management is paramount as the individual in this role assists with software/hardware programs, risk mitigation, and the maintenance and operation of its network infrastructure with our valued IT partners.

Reports to/direct reports:

- The FC reports to the General Manager and works closely with the Treasurer.
- The FC oversees a staff of (2) accounting clerks/professionals.

By the Numbers:

- Approximately 500+ Members across multiple classifications.
- Total Revenues: \$6.5 Million
- Initiation Fee: \$30,000
- Website Provider: MembersFirst
- Club CRM Provider: JONAS
- Average Age: 53
- Board Members: 9
- Employees in Season / Year-Round: 121/24
- F&B Revenues: 65% A La Carte / 35% Banquets

Job Tasks/Duties:

Financial Management:

- Formulates, receives, and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments, and general manager; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
- Directs and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, and other club assets.
- Verifies that all insurance records for club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Prepares or supervises preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee, and other club committees.
- Selects, trains, supervises, schedules, and evaluates all direct subordinate staff.

- Attends monthly board, finance committee and other meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves, and maintains credit applications for vendors.
- Negotiates and administers employee benefits including health and life insurance, pension plans and workers' compensation; gathers information and assists the general manager in making decisions about employee benefit plans.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Manages assigned projects as they relate to the department and club's needs.
- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Monitors collection of past due accounts and advises the General Manager/Board when difficult situations may arise.
- Plans professional development and training activities for self and staff.
- Monitors accounts receivable and acts according to established club policies and procedures.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.
- Works with the general manager and department heads to plan and manage capital budgets and cash flow statements.
- Manages, reviews, suggests, and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.
- Negotiates and acquires property and casualty insurance to protect the club's assets.
- Attends applicable meetings while keeping all constituents informed and updated on any developments or changes.
- Performs other appropriate tasks as assigned by the General Manager

Job Knowledge and Core Competencies

- Demonstrated management skills with superior interpersonal skills.
- Consistently monitors cash flows.
- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis, and probability statements.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Knowledge and understanding of retirement plans.
- Knowledge of pertinent federal and state employment laws and practices
- Broad knowledge and experience in employment law, compensation, organizational planning and development, employee relations, safety, and training
- Working knowledge of club policies and guidelines as outlined in the club's Employee Handbook and club by-laws and rules.
- Excellent written and oral communications skills
- Demonstrated ability to interact effectively with the club's staff as well as serve successfully as a key participant on the executive management team.
- Serves as an Equal Employment Opportunity (EEO) specialist.
- Ability to work with a high level of confidentiality and ensures confidentiality and reliability of club data and proprietary information.
- Must possess a strong information technology base with familiarity with workstation and database networking operations.

- Possesses knowledge of club's organizational structure, workflow, the club's processes, and operating procedures
- Knowledge and ability to perform required role in emergency situations.

Information Technology Management

- Maintains the various computer systems and software packages used by the club.
- Maintains the club's website and clubhouse cable system.
- Manages the transition from one computer system to a next generation system.
- Works with department heads on the point-of-sale (POS) system.
- Maintains the telephone system.
- Updates and maintains the accuracy of the public/nonmember side of the website.
- Meets with General Manager to formulate information technology strategies, communicate problems and solutions and share related information.
- Conducts basic computer training for employees.
- Documents all system processes, procedures and operations and maintains up-to-date system operations manuals.
- Ensures that all data and programs are regularly backed-up.
- Performs preventive maintenance on computer hardware.
- Makes simple repairs on computer hardware or sends equipment out for repair.
- Serves as a "help desk" for Microsoft Office, Accounting software, and other applications.
- Troubleshoots application software malfunctions and deals with software company's technical support personnel to resolve malfunctions.
- Adds new users to Windows Server, Exchange Mail Server, and accounting software.
- Coordinates with software vendors to implement and integrate software modules.
- Maintains an updated system for network security including firewalls.
- Performs other appropriate tasks as assigned by the General Manager

Competencies & Qualifications:

- Exceptional communication and interpersonal skills.
- Must be detail oriented.
- Ability to handle pressure and make decisions decisively.
- Innovative leader, excited to make their mark, and lead a team to further excellence and success.
- Team player, calm, and thoughtful, multi-tasker; works closely with subordinates, contemporaries, executive staff, the membership, and the Board of Governors.
- Proficient in JONAS software is preferred, although not a must.

Education and/or Experience

- Bachelor's degree from four-year college or university with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing
- Three to five years of professional accounting experience with a preference for some experience at the Controller level or equivalent in club operations
- Experience supervising a staff/team of accountants and bookkeepers.
- Practical knowledge of and experience with Human Resources and / or Personnel Management
- Training in employment law, compensation, organizational planning and development, employee relations, training or labor relations preferred.
- Experience overseeing information technology operation required.
- Minimum of three years of experience gained through increasingly responsible management and technical positions within Informational Technology
- Project management experience required.

Physical Demands / Other:

- Continuous repetitive motions.
- Must be able to sit for prolonged periods of time.
- Must be able to reach, bend, stoop, stand, and lift.
- Must be able to work flexible schedule/hours to include mornings, afternoons, nights, and weekends as demand warrants.
- Moderate noise level in the work environment.

Employment Eligibility

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Compensation/Benefits:

Salary is open and commensurate with qualifications and experience.

The Club, along with the typical benefits package, is supportive in continuing development and education, along with relocation for the right candidate. Other perks include free parking, daily complimentary meal, and end of year bonus.

Candidate Submission:

Send a thoughtful Cover Letter outlining your career progression and why you may be a good fit for the Club, along with your Résumé to:

Michael J. Methot, CCM
General Manager
Framingham Country Club
mmethot@framinghamcc.com
www.framinghamcc.com

No phone calls please