



## **CONTROLLER**

Shelter Harbor Golf Club, Charlestown, RI

[www.shgcri.com](http://www.shgcri.com)

## **ORGANISATION**

Shelter Harbor Golf Club is situated on approximately 400 acres of open space with a permanent prohibition on development and is an outgrowth of a desire to protect and preserve the natural environment of the area. When opened in 2004, it was the first new private course built in Washington County, Rhode Island in over 100 years.

The guiding vision of the Shelter Harbor Golf Club is to provide a traditional, family-oriented, private club devoted to promoting the game of golf, fitness, quality dining, and beverage services. The operations of the Club reflect the established family traditions and accepted customs of New England living and hospitality. The Club is committed to good sportsmanship, community and the protection of the environment.

The 45,000 square foot main clubhouse includes the dining room and bar, screened in porch, two private dining/meeting rooms on first floor, second floor dining/meeting room, fitness center, and two massage rooms and general offices.

Additional amenities include the golf shop owned by the club and the women and men's locker rooms and a separate teaching center for golf. During the season there are active men's and women's golf programs, a busy social calendar, as well as a full junior golf program. Additionally, the club also owns two four bedroom cottages that are rented out regularly to members.

The course is open early April until the end of November, and the clubhouse is open mid-May until the end of October.

## **SHELTER HARBOR KEY NUMBERS**

344 members (spouses and children under 25 have full privileges)

\$150,000 Initiation Fee

\$4.6m Dues Volume

\$3.5m Gross Annual Labor (labor only)

\$1,200 Annual Capital Charge

21,000 Rounds of golf in 2020, 17,000 in 2019

32 staff bedrooms – on property housing

140 Employee in season, 25 year round

Average age of membership is 53

27 holes

SHGC is incorporated in RI as a Domestic Non-Profit Corporation with the stated purpose to own develop and operate a private golf and social club exclusively for the social activity and recreation of its members. The Federal government classification is a for-profit corporation and our tax treatment is the same. The Club and its entities are treated as taxable entities for federal and state income tax purposes.

## **CONTROLLER DESCRIPTION**

The Controller is responsible for budgetary, financial asset and production controls including payroll, accounting, reporting, financial analysis and projects as directed by the General Manager or Board. Maintains employee files, employee benefits records, oversees worker's comp and adherence to all Department of Labor standards. The Controller works closely with the General Manager on annual budgeting and with the Membership Director on membership billing and accounts receivables. Currently there is also a full time accounts payable person who works with the Controller.

The current Office Manager is retiring after 18 years of dedicated service. She has been an integral part of the management team since construction. She has been instrumental in setting up well-organized and structured accounting procedures and controls.

Our external audit firm is Condon O'Meara McGinty & Donnelly.

## ESSENTIAL DUTIES

1. Formulates and recommends policy proposals relating to accounting and auditing, the operating and capital budgets, revenue and cost control procedures, preparation of weekly payrolls, tax matters, compilation of statistics and office procedures.
2. Prepares the monthly trial balance and resulting financial statements, including the departmental income statement and balance sheet, along with other required supporting schedules or other data necessary for financial reports and records.
3. Maintain exact records of accounts payable, reconciles accounts payable with invoices.
4. Manages and conducts internal auditing programs to help assure that records are accurately maintained and that the established policies and practices are satisfactorily and consistently followed.
5. Prepares operating budgets and financial forecasts in coordination with the General Manager, various committees and department heads; 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 may be met.
6. Directs, occasionally participates in and verifies the taking of inventories for hard goods, soft goods, beverages, food, supplies, equipment, course equipment and other club assets.
7. Works with external club auditors to assure that procedures are consistent with club policies. Prepares all schedules and reports for annual audit.
8. Handles member installment billing and recording of equity
9. Works with external auditors on reconciling member's equity on an annual basis.
10. Prepares and documents all sales and use forms, including 1099s and the preparation of federal, state and local tax returns.
11. Ensures all required real estate tax forms and statement of values (2) for the Towns are completed in a timely fashion
12. Ensures all documentation is filed on time for the annual liquor licenses (2) application.

13. Verifies that all insurance records of club property are properly maintained and coordinates with the General Manager and club insurance broker the selection and renewal of various policies to ensure continuity of coverage and competitive rates.
14. Handles accounting for multiple LLC's associated with SHGC.
15. Oversees all insurance claims
16. Maintains and reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
17. Recruits, trains and supervises the accounting staff. Prepares annual reviews.
18. Supervises the schedules and work hours for the department staff.
19. Responsible for overseeing along with the facility manager the maintenance and documentation of information technology systems and office equipment. Coordinates with external IT support and internal user needs, protocols and parameters. Works with General Manager on maintaining up to date hardware and software.
20. Oversees member billing. Audit's member charges to assure that all receipts have been corrected posted.
21. Maintain credit applications for vendors
22. Participates in the negotiation and administration of employee benefits including medical, vision, life insurance, 401(K) and workers compensation. Gathers information from vendors and assets the General Manager in making decisions about these employee benefit plans.
23. Maintains and audits petty cash accounts and expenditures
24. Audits the use of club credit cards by department managers and ensures accountability for all transactions.
25. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
26. Meets regularly with the General Manager to discuss department issues.
27. Attends and actively participates in regularly scheduled management meetings
28. Interacts with other club accounting professionals and maintains involvement with industry and trade associations.
29. Other duties as assigned

## **EDUCATION, LICENSES AND CERTIFICATIONS:**

- Bachelor's degree in accounting, business administration or related area of specialty
- CHAE designation from the HFTP preferred
- Extensive knowledge of current methods and practices of accounting, auditing, budget preparation and program analysis
- Strong knowledge of information technology and accounting software and equipment, JONAS and Quickbooks preferred.

## **EXPERIENCE AND SKILLS**

- A solid career record and employment stability
- Extensive accounting and human resources knowledge
- Excellent customer service skills, good communicator, and have the ability to analyze and communicate financial information in concise, clear terms.
- Have the ability to interact with members and staff in a professional, pleasant and calm manner.
- Ability to multi task
- Proficiency with Microsoft Office platform, JONAS and other related financial management software.

## **COMPENSATION & BENEFITS**

The salary and benefits for this position include:

Annual salary: Open and commensurate with qualifications and experience.

Health insurance premium paid (medical, dental, vision) minus the existing employee contribution per Club policy.

Cell phone allowance

Education allowance toward continuing education pertinent to accounting, finance, and human resources topics

Professional Dues: HFTP dues paid

Vacation: per Club policy

Meals: Complimentary meals while on duty and when the kitchen is open

Employee Annual Bonus.

401(k): Offer of participation in the Club's 401(k) plan as eligible

### **Approximate Work Schedule**

This position typically works five days per week/ eight hours per day. The typical work week is Monday through Friday. The days and length of shift are approximations as our work responds to the needs of member events and business flows. From time to time, this position may require extended hours as needed to accomplish essential duties and responsibilities.

Please email resume and cover letter to:

Gerry O'Callaghan, General Manager at [gocallaghan@shgcri.com](mailto:gocallaghan@shgcri.com)

No phone calls accepted.

Preferred start date: Monday, May 3, 2021.