



Job Description—Controller

JOB TITLE:	Controller
REPORTS TO:	Director of Golf/General Manager
DEPARTMENT/DIVISION:	Administration

BASIC FUNCTION: Kirkbrae Country Club (LINCOLN, RI). The club's current Controller is retiring after a lengthy career and will remain on-site for the transition period with the new hire. The Controller is responsible for budgetary, financial asset and production controls including payroll, accounting, reporting, financial analysis and projects as directed by the Director of Golf/General Manager or Board of Governors. Maintains employee files, employee benefits records, oversees worker's comp and adherence to all Department of Labor standards. The Controller works closely with the Director of Golf/GM on annual budgeting. Currently there is also a full time accounts payable/payroll person, a membership/accounts receivable person who work with the Controller. The Club also hires a part time office clerk from Memorial Day until Labor Day. The club's external audit firm is PKF O'Connor Davies, LLP.

DUTIES/RESPONSIBILITIES (include but not limited to)

1. Under the direction of the Director of Golf/General Manager, directs financial operations of the club.
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. Oversee the maintenance of 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. Works with external club auditors to assure that procedures are consistent with club policies. Prepares all schedules and reports for annual audit.
7. Works with external auditors on reconciling member's equity on an annual basis.
8. Oversee the preparation and documents all sales and use forms, including 1099s and the preparation of federal, state and local tax returns.
9. Ensures that all required filings for the State of Rhode Island, Town of Lincoln and Federal Government are completed in a timely fashion.
10. Ensures that all monthly reports are completed.
11. Track employee eligibility for 401k program. Complete the annual valuation and file form 550.
12. Track information for AHCA and file forms 1094C and 1095C.
13. Attend monthly BoG meeting and submit minutes to the Secretary for approval.
14. Create and distribute all information needed for the semi-annual and annual meetings. Attend meetings and submit minutes for the meetings to the Secretary for approval.
15. 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.
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 outside technology firm, 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.



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DUTIES/RESPONSIBILITIES (continued)

19. Oversees member billing. Audit's member charges to assure that all receipts have been corrected posted.
20. Audits the use of club credit cards by department managers and ensures accountability for all transactions.
21. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
22. Meets regularly with the General Manager to discuss department issues.
23. Attends and actively participates in regularly scheduled management meetings
24. Interacts with other club accounting professionals and maintains involvement with industry and trade associations.

EDUCATION, LICENSES AND CERTIFICATIONS

- Bachelor's degree in accounting, business administration or related area of specialty
- 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, and JONAS 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 AND BENEFITS

- Annual salary: Open and commensurate with qualifications and experience.
- Health insurance premium paid (medical, dental, vision) minus the existing employee contribution per Club policy.
- Vacation: per Club policy
- Meals: Complimentary meals while on duty and when the kitchen is open Employee Annual Holiday Bonus.
- 401(k): Offer of participation in the Club's 401(k) plan as eligible

Please email resume and cover letter to Mike Bradshaw, PGA, Director of Golf/General Manager at kirkbrae.hiring@gmail.com. No phone calls accepted. Start date to be determined with new hire.