

## **Office Manager – Club Confidential – Northern New England**

Private club located in Northern New England is seeking a full-time financial office manager to join our organization. The Office Manager is responsible for oversight and management of accounting functions here at the Club, and for ensuring that the Club's financial reporting conforms with GAAP (Generally Accepted Accounting Principles) standards. In this role, the Controller provides prompt and accurate management information reports and month-end and year-end financial statements in addition to timely financial analysis and ad-hoc reporting. The Office Manager is a key member of the management team assisting the General Manager in daily management and meeting financial and service goals. Further, the Office Manager provides the Club's external auditors with support and documentation to ensure the audit and any required financial regulatory filings are completed in a timely manner.

### **Requirements |**

- Accounting degree from an accredited College or University
- Experience commensurate with the position
- Strong skills with Microsoft Office especially Excel and Word
- Strong financial and accounting background, including the application of GAAP to monthly and annual financial statements including profit and loss, balance sheet, cash flow management, general finance, and budgeting.
- Strong analytical skills
- Experience with Jonas Club Management Software or equivalent software.

Salary is highly competitive and based on experience. This is a full time, year-round position. Benefits include health and dental allotments, remote work, paid meals, 401 k and paid vacation. Please send your resume along with a cover letter to [clubopportunities@gmail.com](mailto:clubopportunities@gmail.com)