



CONTROLLER

The Beach Club, Centerville, MA

REPORTS TO: General Manager

SUPERVISES: Accounts Payable/Receivable Clerk, Remote IT Company, Front Desk

REQUIREMENTS: Undergraduate degree in Finance, Accounting or Business Administration
3-5 years in Accounting Field, preferably Hospitality Accounting

KEY JOB FUNCTIONS

Office Management

- Trains, supervises and reviews accounts payable/receivable work for accuracy
- Monitors and executes workflow through the accounting office
- Assist General Manager, Executive Chef and Function Manager with financial needs
- Follow up with Executive Committee and Treasurer to resolve questions or fulfill requests
- Maintains and edits the Membership Handbook and Membership Roster

Purchases and Disbursements

- Assists and reviews coding vendors' invoices
- Prepares accounts payable checks
- Inputs purchases and disbursements
- Manages daily bank balances
- Maintains vendors' files
- Reconciles accounts payable
- Closes AP monthly and send reports to General Manager/Treasurer for review
- Prepares and mails annual 1099 forms

Payroll / Human Resources (all HR duties in conjunction with GM)

- Maintains employee records, personnel files, employee benefits
- Processes payroll and uploads payroll file to G/L
- Coordinates with payroll processing company to file all payroll related reports and returns as required by federal and state regulations
- Handles all unemployment and worker's compensation claims
- Administers health insurance and other benefit plan information to applicable employees
- Assists employees to resolve HR issues
- Reviews year-end W-2 and 1095 forms for accuracy

General Ledger Responsibilities

- Prepares and verifies journals for sales, cash receipts, purchases, cash disbursements and payroll for input into general ledger
- Prepares and inputs standard and adjusting journal entries
- Administers the inventory process including random checks of physical counts and updates pricing on inventory spreadsheets
- Reconciles all balance sheet accounts AND bank accounts monthly

Accounting Operation

- Evaluates procedures for effectiveness and efficiency
- Maintains controls and assist with improvements to safeguard assets of TBC
- Monitor member's accounts and informs the GM regarding member delinquencies and late payment concerns
- Assists outside accountant with audit (every 3 years)
- Responsible for the monthly and annual reconciliation filings for sales and use tax
- Responsible for the record keeping, annual reports and taxes for the following additional organizations:
 - o The Beach Club of Craigville, Inc.
 - o TBC 501(c)(3) Scholarship Organization

Financial Statement Preparation

- Maintains, updates and issues computerized financial statements in a timely basis
- Prepares and sends monthly member bills
- Provides financial management information to the GM/Treasurer/Executive Committee
- Reviews results for period comparing actual to budget and to prior year
- Explains variances

Budget Responsibilities

- Assists General Manager to prepare annual budget
- Prepares preliminary budget work papers
- Reports on variances from budget when communicating monthly financial results to GM/Treasurer/Executive Committee

Communication

- Exercises patience and understanding of membership questions/concerns and responds promptly in a professional manner
- Attends Finance Committee Meetings
- Represents the Club in communications with bankers and insurance brokers

Information Systems

- Supervises the implementation and training of computer systems and personnel
- Keep current with changes and best practices in club industry, computer capabilities, time keeping, and technology
- Knowledge of Excel, Word, and Club Essential (TBC's back office system)

SALARY:

Based on experience

TO INQUIRE ABOUT THIS POSITION, PLEASE SEND RESUME, COVER LETTER AND SALARY REQUIREMENTS TO:

Jim Galvano, CCM
General Manager, The Beach Club
jim@tbc1927.com