



CONTROLLER-Year Round Exempt

Vesper Country Club, Tyngsborough, Massachusetts www.vespercc.com

ORGANIZATION

Private, member owned club situated along the banks of the Merrimack River. Established in 1875, Vesper Country Club is rich in history with a Donald Ross golf course, tennis, aquatics and upscale casual dining. Active membership over 400 members, \$6.4M in gross revenues.

CONTROLLER DESCRIPTION

The Controller is responsible for budgetary, financial asset and production controls including payroll, accounting, reporting, budgeting, financial analysis and projects as directed by General Manager or Board. Proficient in the use of JONAS software. Maintains employee and membership files, employee benefits, oversees worker's comp and adherence to all Department of Labor standards. Works closely with General Manager/COO, Part-time-seasonal Accounts Payable/Receivable employee, Department Heads and Membership Marketing Director.

ESSENTIAL DUTIES

1. Formulates and recommends policy proposals relating to accounting and auditing, the operating and capital budgets, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
2. Prepares the monthly trial balance and resulting financial statements for the Club, including the income statement, balance sheet and statement of cash flows, along with required supporting schedules and other data necessary for financial reports and records.
3. Maintains exact records of accounts payable, reconciles accounts payable with invoices and purchase orders and writes and issues payments on all accounts.
4. 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.
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 are met.
6. Prepares accounting reports as necessary and appropriate for dissemination to the General Manager, Executive Committee, Finance Committee and department heads.
7. Directs, occasionally participates in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
8. Works with the Club's external auditors (Condon O'Meara) to assure that procedures are consistent with Club policies. Prepares all schedules and reports for the annual audit.
9. Prepares and documents all sales and use forms, including 1099B and 1099 Miscellaneous.
10. Assists the Club's auditors in the preparation of federal, state and local tax returns and filings.

11. Verifies that all insurance records for Club property are properly maintained and coordinates the selection and renewal of the various policies to ensure continuity of coverage and competitive rates.
12. Maintains and reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
13. Recruits, trains, supervise and direct the accounting staff. Prepares annual reviews and goals.
14. Supervises and schedules the work hours for the department staff within the parameters of the annual/seasonal operating budget.
15. Responsible for overseeing 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.
16. Oversees member billing and collection procedures. Audits member's charges to assure that all receipts have been correctly posted. Monitors the collection of past due accounts and ensures accuracy of such accounts.
17. Compiles, approves and maintains credit applications for vendors.
18. Participates in the negotiation and administration of employee benefits including medical, dental, vision, life and short-term disability insurances, 401(k) and workers' compensation. Gathers information and assists the General Manager in making decisions about these employee benefit plans.
19. Maintains and audits petty cash accounts and expenditures.
20. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
21. Manages the orientation of new members; assign account numbers, upload into JONAS system, creates first invoice for Initiation Fee, dues and fees payments.
22. Maintains necessary procedures for confidentiality relating to Club and employee issues.
23. Meets regularly with the General Manager to discuss departmental issues.
24. Attends and actively participates in regularly scheduled management meetings.
25. Interacts with other Club accounting professionals and maintains involvement with industry and trade associations, such as the Hospitality and Financial and Technological Professionals (HFTP), publications and alliances. Regularly attends HFTP educational sessions and is an active participant within the local association.

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 preferred.

EXPERIENCE & SKILLS:

- A professional career record of high achievement and employment stability.
- Extensive accounting knowledge and a documented history of progressive supervisory experience managing successful and high functioning financial teams.
- Excellent customer service skills and the ability to analyze and communicate financial information in concise, clear terms and interact with members and staff in a professional and pleasant manner.

- An engaging, friendly and energetic personal style and level of congeniality that allows him/her to be well received and accessible to a wide range of employees. Someone who genuinely enjoys being with the members and employees.
- Able to effectively handle multiple projects/tasks simultaneously.
- Proficiency with the Microsoft Office platform and JONAS and experience and ease working with related financial management software.

COMPENSATION & BENEFITS:

Open and commensurate with qualifications and experience, \$115k - \$140k. Vesper Country Club offers a competitive and robust compensation, benefits and continuing education package. Flexible hours. Vacation, Medical/Dental/Vision, 401k, education allowance, PMFL, year-end bonus, use of golf course, allowances for phone, VCC merchandise for attire.

Please email resume to: Robert C. Pescatore, CCM-General Manager/COO at

rpescatore@vespercc.com Subject: Controller