



Weekapaug Golf Club
Westerly, RI

POSITION: CONTROLLER

PROFILE www.weekapauggolfclub.com

Weekapaug Golf Club is a private 9-hole waterfront golf club located in Westerly, RI. The club offers its members a links-style golf course, upscale casual dining, and an executive fitness center. Golf magazine ranked our course #28 in the world for 9-hole courses. The club has over 350 members with a 6-year waitlist. Club revenues for 2022 are estimated to be over \$3M with 55 staff members on payroll at the peak of the season.

CONTROLLER DESCRIPTION

The Controller position requires excellent attention to detail, problem solving skills, communication, organizational, and computer skills, as well as the ability to exercise professional discretion and discernment, independent judgement, and business acumen. Without exception, the Controller position requires a proven track record of trustworthiness, personal accountability, and exceptional ethics. The Controller is responsible for budgetary, financial, and production controls including payroll, accounting, reporting, budgeting, financial analysis, and projects as directed by the General Manager and Treasurer. The ability to plan, direct and coordinate all accounting operational functions is essential. Works closely with the General Manager, Department Heads, and the Finance and Audit Committees. Directly supervises the Office Manager. The Controller will report to the General Manager with additional oversight and guidance from the Treasurer.

ESSENTIAL DUTIES

The Controller is the custodian of all financial records for the club, including member, employee, and vendor files. The Controller is responsible for producing and maintaining all financial reports in accordance with GAAP to support the Board of Directors, General Manager, and department heads. These include month-end reports, accounts receivables, weekly check runs, and the annual budget. The Controller ensures that all member billings are accurate and timely, including annual dues and user fees using JONAS software. Responsible for maintaining seamless integration between JONAS, Elevon, and Members First platforms.

EDUCATION, LICENSES and CERTIFICATIONS:

- Bachelor's degree in accounting, business administration or related area of specialty at a minimum
- CPA certification a plus

EXPERIENCE & SKILLS:

- A professional career record of high achievement and employment stability.
- Extensive accounting knowledge and a documented history of progressive experience. Familiarity with club and nonprofit accounting is a plus.
- 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 that allows him/her to be well received and who genuinely enjoys being with the members and employees.
- Able to effectively handle multiple projects/tasks simultaneously.
- Proficiency with the Microsoft Office and Quickbooks. Experience with JONAS and Elevon software is a plus.

COMPENSATION & BENEFITS:

Open and commensurate with qualifications and experience. Weekapaug GC offers a competitive compensation package including continuing education allowance, flexible hours, paid vacation, health benefits, retirement fund, year-end holiday bonus, and golf privileges.

Please send your credentials with cover letter and resume to General Manager Jack Tosone at jtosone@weekapauggolfclub.com.

Weekapaug Golf Club
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