



CUMMAQUID GOLF CLUB

CONTROLLER

Cummaquid Golf Club is a private, member-owned, 501c(7) not-for-profit club with approximately 450 members and up to eighty employees in high season. The club was founded in 1895 and is one of the first golf courses established on Cape Cod. The Club is located in the quaint village of Cummaquid along scenic Route 6A in Barnstable County. The new Cummaquid clubhouse was constructed in 2017 and serves the membership with a Dining Room seating 120 and a Pub serving one hundred, including a beautiful Terrace overlooking the 18th green.

Reporting directly to the General Manager, the Controller is effectively the staff level “CFO” of the Club whose primary responsibilities include working with the General Manager, Treasurer and the Board of Directors to ensure proper and proactive administration of the accounting, budgeting, financial data, audit financial reporting and internal control functions; to be the primary point of contact with the Club’s external auditors; and to continually and proactively evaluate costs, profitability and broader economic trends affecting the Club, and to make recommendations to the General Manager, Treasurer and Board of Directors regarding potential changes to related operating practices.

The Controller manages an assistant accounting employee and is directly responsible for their hiring, training, development, and day-to-day management.

Specific Duties and Responsibilities:

- Provide oversight and leadership for all accounting and financial reporting including general ledger, AP/AR, Payroll, Fixed Assets, tax filing and accounting operations.
- Develop finance and accounting policies designed to safeguard the long-term value of Club assets.
- Collaboratively with the GM and operating Department Heads (Pro, Superintendent, and Clubhouse Manager) prepare operating and capital budgets and financial forecasts.
- Conduct monthly and annual analyses of actual and budget variances and share material findings with the GM and Treasurer.
- Enhance and maintain financial data collection and analytic processes and systems to allow for increasing proactive and accurate projections, budgeting, reporting and reconciliations.
- Ensure all checks and other deposits are received, recorded, and deposited in an accurate and timely manner in the Club’s commercial bank.
- Supervise the accounts payable functions including record-keeping, payments, and disbursements.
- With the General Manager, ensure that all capital expenditures are accurately estimated, budgeted, tracked, approved, and appropriately recorded.
- Maintain depreciation schedules and ongoing analysis for all capital expenditures.
- Administer accounting for existing and new bank debt and leasing contracts. Perform monthly bank reconciliations of cash accounts.
- Supervise the preparation and timely submission of all state and federal tax returns.

- Ensure that monthly payment of sales taxes are made in an accurate and timely fashion.
- Work with the Club's outside accounting firm as the primary point of contact to complete the annual audit and report proactively and retroactively to the Treasurer and the Board of Directors as appropriate and/or requested.
- Ensure that all insurance policies, business licenses, liquor licenses and other appropriate records with financial implications are properly maintained.
- Maintain, and as appropriate evaluate and revise, the Club's retirement plan, employee health insurance plan and workers' compensation coverage.
- Periodically update the employee human resources manual in coordination with the General Manager as appropriate.
- Select, develop, train, and supervise all accounting staff.
- Interact constructively and collaboratively with other members of Club leadership as well as all staff and, as appropriate, directly with the members.
- Participate in Board of Directors and/or Committee meetings as requested.
- Other projects as periodically assigned by the GM or Treasurer.

Candidate Qualifications:

- Bachelor's degree in accounting or finance.
- Minimum of 5 years of relevant professional experience in an organization with analogous structure, scope, and scale.
- Individuals with experience from any environment or industry sector are encouraged to apply and those with direct relevant experience in member-funded organizations, including golf, social, tennis or country clubs, and/or service and hospitality sectors may ultimately be favored.
- Candidates should have a demonstrable and referenceable history of professional accounting competence, of familiarity with current best-practices accounting, reporting, and filing principles and technologies, and of working effectively with external partners (e.g., audit firm, consultants, vendors). They should also bring a track-record of proactivity, driving outstanding financial performance, strong peer collaborative skills, positive team leadership, and constructive interaction with clients, members and/or beneficiaries.

Date Position Available:

- Immediately

Compensation and benefits:

- Commensurate with experience, but will include a competitive base salary, participation qualified retirement plan, group health, golf privileges, and other standard perquisites.

Please send resumes and a compelling cover letter (no phone calls, please) to:

John B. Dufault, CEC, CCM, SHRM-CP
General Manager

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