

Controller

Conanicut Yacht Club:

About the Position:

This is an exciting opportunity for a top-quality financial leader to join a very well established and respected private club in Jamestown Rhode Island. This position serves as liaison to the Treasurer and will work with the Club's external auditors as required.

The Controller reports to the General Manager and works as an integral member of the management team, supporting the Club and department managers by providing accurate and current financial data to facilitate informed decisions. The Controller is a hands-on manager of all the accounting areas and directly assists the General Manager on all strategic matters relating to budgets, accounts receivable, financial systems and internal controls. He/she develops and monitors accounting policies and procedures, auditing, budgets and taxes. The Controller also prepares financial statements, forecasts, and analyses for all administrative and managerial functions.

Qualifications & Experience:

The ideal candidate will have at least five years' accounting experience, preferably working at clubs or other hospitality organizations. Experienced accounting professionals from diverse organizational backgrounds will be considered as well as Assistant Controllers employed by larger private clubs.

To perform this job successfully an individual must be able to consistently perform essential duties at a high level. The requirements listed below are representative of some of the knowledge, skill and/or ability required:

- Manage the day-to-day operations for the accounting department.
- Provide support to department heads and staff as it relates to accounting and financial controls.
- Ensures financial controls are in place and effective.
- Executes and/or oversees all accounting operations (Payroll, A/P, A/R, Fixed Assets, Billings, Inventory and any other accounting operations directed by the GM)
- Maintain all accounting records and prepare analysis and interpretation of statistical and accounting information.
- Responsible for the monthly closing cycle using the North Star software system.
- Continuously look for process improvements, advancement in internal controls and sharing of best practices to provide the board and management knowledge around the financial affairs of the club.
- Prepare, review and approve monthly trial balance and resulting comprehensive financial statements including Income Statement, Balance Sheet and Statement of Changes in Financial Condition of the Club. Prepare variance analyses and other analytical tools to aid in decision making.

- Prepares and/or supervises preparation of applicable federal, state and local tax returns.
- Prepares all monthly tax reports and payments including state and local use, sales, food and other tax obligations.
- Provide input to and actively manage the budgeting/forecasting process, including reviewing staff data input.
- 401K plan oversight
- Oversee timely collection of accounts receivable, monitors the collection of past due accounts and advises the GM and Treasurer of all situations.
- Provide the most up to date technology for accurate and easy access of members' receipts on the Club website.

Other requirements:

- Bachelor's degree in accounting or finance, CPA is preferred.
- Excellent verbal and written communication skills
- Go-getter and results-driven attitude – a self-starter
- Proven history of building, nurturing and managing an accounting function
- Private Club experience a plus
- Experience with NorthStar Club Management Software is a plus.
- GAAP: 5 years (Preferred)

Compensation:

The salary is open and commensurate with qualifications and experience. The Club offers an excellent benefit package.

Job Type: Full-time

Pay: \$ 65k to \$75k per year depending on experience

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Flexible schedule
- Paid time off (3 weeks) including Monday Holidays

Schedule:

- Monday to Friday 8am – 4pm or 9am – 5pm

Ability to commute:

- Jamestown, RI 02835: Reliable commute or planning to relocate before starting work (Required)

Please send your resume with a letter of interest aligned to the above-mentioned expectations to:

**Enrico Coppola
General Manager
enrico@conanicutyachtclub.org**