

Boston Golf Club



Accounting & Human Resource Manager

History & Guiding Principles

Boston Golf Club was created out of a deep respect for the traditions of the game in its purest form. The vision was about creating a magnificent golf course modeled after the American clubs in the early 20th century and its counterparts overseas. This was considered the “Golden Age” of golf course architecture. Many of the greatest course architects in the history of the game were all at work during this era, and several of America’s most famous layouts were created and continue to dominate the top golf club rankings. These clubs were built without fanfare focused on creating the most challenging and rewarding experiences for the golfer. Boston Golf Club is a place where members can celebrate these values and enjoy a truly unique experience with excellence as a standard for golf course conditions, tournaments, and regular member play.

- Members and guests play at a prompt pace and enjoy the camaraderie of friends and fellow members in an unpretentious and casual atmosphere.
- BGC is a member owned Golf Club. The fundamental success of BGC comes from the quality of its membership. This process deliberately honors our unique culture and is by invitation only.
- The integrity of the golf course is carefully cultivated and managed to ensure its challenging and fair design is not compromised but enhanced.
- The Club has a strong caddie program. A round of golf spent walking is truly the best way to play and appreciate the beauty that surrounds our course.
- The setting is intimate and rustic with a limited kitchen, a small golf shop, a comfortable locker room, a large patio for relaxing after a round and an exceptional beverage service.
- The Club features an onsite cottage for members’ use that accommodates a foursome and is accessible from downtown Boston in twenty minutes.
- Unlike a typical country club, BGC is also defined by what it does not have: No adjacent real estate development. No hotel. No swimming pool. No tennis courts. No white-tablecloth dining room. It is golf at its best.

Age of Club	Number of Members	Average Age of Members	Club Ownership
20 Years	235 Regular/80 National	51	Member-Owned

Title, Location, Schedule & Availability

- Accounting & Human Resources Manager
- Boston Golf Club – 19 Old County Road, Hingham MA 02043
- Flexible work schedule, minimum of 3-4 days in-office
- Position Open

Brief Job Description

The position will be directly responsible for the accounting and human resource functions of the Club. The position supervises a part-time year-round entry level office manager and has responsibility over accounting functions including accounts payable, accounts receivable, payroll, expense allocations, month/year-end closing, taxes, cash management and insurances. The person will work closely with other department heads and in partnership with the GM/COO and the Finance Committee. This position reports directly to the GM/COO.

Key Functions

- **Financial Reporting:** Oversee the preparation of monthly, quarterly, and annual financial statements in compliance with GAAP.
- **General Ledger Management:** Ensure accuracy and integrity of the general ledger, including reconciliations, journal entries, and account analysis.
- **Payroll:** Execute Company Payroll including all accounting functions to record payroll, taxes withheld, bonuses, overtime pay, 401(k) contributions, sick time, and vacation pay.
- **Billing and Membership:**
 - Manage billing processes for membership dues, event fees, and other club services, ensuring accurate and timely invoicing.
 - Maintain member accounts and respond to inquiries about billing status.
 - Collaborate with the membership department to implement and manage billing strategies for new and existing members.
- **Team Leadership:** Work with GM/COO, Consultants, AP/AR clerk and department heads.
- **Month-End Close:** Lead the month-end and year-end closing processes, ensuring deadlines are met and discrepancies are resolved promptly.
- **Budgeting & Forecasting:** Collaborate with department heads on budgeting, forecasting, and financial planning activities.

- **Reporting and Analysis:** Prepare financial reports for the Board of Directors and department heads, providing insights into financial performance and recommendations for improvement.
- **Compliance:** Ensure adherence to internal controls, corporate policies, and regulatory requirements, including tax compliance, audits, and filings.
- **Process Improvement:** Continuously evaluate accounting processes and implement improvements to increase efficiency and accuracy.
- **Cash Flow Management:** Monitor cash flow, manage working capital, and provide projections to ensure the company's liquidity needs are met.
- **Stakeholder Communication:** Communicate financial performance and key insights to executive management and other departments.

Educational Requirements

- BS in Accounting or Business Management
- Preferably experience in the golf/country club or hospitality industry
- Experience with Clubessential software or the ability to quickly learn new systems
- Excellent computer skills, including proficiency with accounting, financial reporting, payroll software and Microsoft Office programs
- An HR expert and ability to work with Paychex on a variety of HR functions/processes

Compensation & Benefits Package

- Full-time, year-round, salary position
- Salary and benefits are commensurate with qualifications and experience
- The Club offers an excellent benefit package, including professional affiliation memberships and educational development, meals while on duty, vacation, holiday & sick pay, 401K with match, individual and family health/dental, life insurance, disability, holiday bonus fund and Club use access

Please email a PDF letter of introduction and resume to:

Jay Askew

GM/COO

Boston Golf Club

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Hingham, MA 02043

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