



## **Controller**

**REPORTS TO:** COO & Director of Golf

**SUPERVISES:** Human Resource & Finance and Accounts Payable/Receivable

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Controller oversees the activities in the Accounting department for the accurate and timely dissemination of financial management reports, including but not limited to, financial statements, annual audits, and annual budgets. He/she will work closely with the Department Heads in reporting weekly and monthly financials. The Controller will maintain all accounting records and develop, analyze and interpret statistical and accounting information. The Controller reports to the COO and works closely with the Club Treasurer, Finance Committee, Board of Directors, and Staff Department Heads.

- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, tax matters, compilation of statistics and office methods and procedures.
- Prepares the monthly trial balance and resulting financial statement for the Club, including the income statement, balance sheet, and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- 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.
- Prepares an operating budget and financial forecast in coordination with the Department Heads and COO.
- Works with the Club's external auditor to assure that procedures are consistent with the Club policies
- Directs, may participate in and verifies the taking of inventories for beverages, food, merchandise, and other club assets.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Prepares applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors and Finance Committee.
- Collects and prepares board packets for meetings (electronic and onsite).
- Attends monthly Finance Committee meeting and prepares minutes.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Maintains assigned projects as they relate to the accounting department and Club's needs.
- Audits member charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and the drawing of all checks.
- Monitors collection of past due accounts, advises COO when difficult situations may arise.
- Works with the Membership-Marketing Director to manage the membership accounts.
- Works with the Executive Leadership Team and Department Heads to plan and manage capital budgets and cash flow statements.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.

## **EDUCATION & QUALIFICATIONS**

- Bachelor's degree from four-year college or university; Master's degree preferred with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing.
- Three to five years of professional accounting experience with at least two of those years at the Controller level or equivalent in club operation.
- Certified Hospitality Accounting Executive (CHAE) recommended
- Experience supervising a staff/team of accountants and bookkeepers.
- Experience overseeing information technology operation preferred.
- Knowledge of Microsoft Office Applications and Jonas knowledge preferred
- CPA certification preferred
- Experience in a private club operation or hospitality background preferred

## **SALARY AND BENEFITS**

Base salary commensurate with experience and benefits package.

## **ORGANIZATIONAL STRUCTURE**

Country Club of Lansing operates with an Executive Leadership Team. The Controller reports directly to the Chief Operating Officer and works closely with the Finance Committee. The Controller supervises two positions; Human Resource & Finance and Accounts Receivable and Payable.

The Country Club of Lansing prides itself on its dedicated staff and commitment to excellence. We strive to have a professional and energetic team working toward the common goals of outstanding service, member recognition and impeccable surroundings. The Country Club of Lansing is committed to equal opportunity in the terms and conditions of employment for all employees and job applications without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, national origin, disability or veteran status. The Country Club of Lansing complies with all applicable national, state and local laws governing nondiscrimination in employment as well as employment eligibility verification requirements of the Immigration and Nationality Act.

## **TO APPLY FOR THIS POSITION**

To Apply for this Position Interested candidates should submit a resume and a thoughtful, detailed cover letter describing their alignment with the qualifications outlined in this profile and the reason for their interest in the position.

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