

Club Name: Spring Brook Country Club
Club Address: 9 Spring Brook Road, Morristown, NJ 07960
Phone: 973.539.6660
Email: DBachman@SpringBrookCC.net

Position to be filled: Controller/Comptroller

Description of Job Opening: Spring Brook Country Club is a private, member owned club located in Northern New Jersey. We are seeking a qualified candidate to join the management team as Controller. This Key position will work closely with the General Manager/COO, Finance Committee and the Board of Trustees to achieve the clubs financial goals.

Responsibilities include, but are not limited to:

- . Provide complete monthly, quarterly and annual financial statements
- . Assist in preparation of annual operating and capital budgets
- . Internal accounting - maintain an appropriate system of controls over accounting transactions.
- . Ensure that accounts payable are paid in a timely manner
- . Ensure that accounts receivable are collected promptly
- . Process payroll in a timely manner
- . Facilitate all tax reporting including sales tax and year end information
- . Work closely with external auditing firm during annual audit.
- . Human resource issues, including new hires, personnel changes, health insurance enrollment, liaison for insurance and 401 (k) plan providers

The controller candidate should have a Bachelor's Degree in accounting or related degree from an accredited college or university; CPA is a plus; A minimum of 6-8 years experience as a Director of Finance, Controller or Assistant Controller in a private club, or related setting; A career path marked with stability and a logical progression of title and responsibility; impeccable and verifiable references.

Date Position Available: February 2012

Compensation will be commensurate with experience. It will consist of a base salary and benefits package, which includes major medical, dental, life, short and long term disability and participation in the 401(k).

Interested applicants should email or fax resume by January 31, 2012 to:

David Bachman
General Manager
Spring Brook Country Club
9 Spring Brook Road
Morristown, NJ 07960

973-539-3809, fax
dbachman@springbrookcc.net

No Phone Calls Please