

Montclair Golf Club Controller

Basic Function: The controller is responsible for the accounting operations of the Club, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the Club's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

Principal Responsibilities:

Management

1. Maintain a documented system of accounting policies and procedures
2. Manage outsourced functions
3. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
4. Manage the capital request and budgeting processes.
5. Transactions
6. Ensure that all transactions are valid, appropriately authorized and consistent with operating objectives of the Club
7. Ensure that accounts payable are paid in a timely manner
8. Ensure that all reasonable discounts are taken on accounts payable
9. Ensure that accounts receivable are collected promptly
10. Process payroll in a timely manner
11. Ensure that periodic bank reconciliations are completed
12. Ensure that required debt payments are made on a timely basis
13. Maintain the chart of accounts
14. Maintain an orderly accounting filing system
15. Maintain an appropriate system of controls over accounting transactions

Reporting

1. Issue timely and complete monthly financial statements to the General Manager and Board
2. Coordinate the preparation of the Club's annual report, including all committee reports
3. Recommend benchmarks against which to measure the performance of Club operations
4. Calculate and issue financial and operating metrics
5. Manage the production of an appropriate annual budget and forecasts
6. Monitor daily Club activities that have accounting significance such as food & beverage sales, golf rounds played, golf cart usage, event bookings/adjustments
7. Calculate variances from the budget and report significant issues to the General Manager
8. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

1. Coordinate the provision of information to external auditors
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings

Additional Responsibilities: Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits program

Desired Qualifications: The controller candidate should have a Bachelor's degree in accounting or business administration, or equivalent business experience and 6+ years of progressively responsible experience, preferably in the club or hospitality industries. Strong analytical skills and inquisitive personality are required. Experience with IT systems, including web interfaces strongly desirable. Preference will be given to Certified Public Accountants.

Working Conditions: Normal working hours are subject to the needs of the Club and General Manager and are expected to be 8 to 5. Occasional weekend or evening work is possible. Supervises all accounting staff.

Compensation: Base Salary commensurate with experience and a generous bonus and benefit package will be offered to the successful candidate. Continuing education, 401K and other perks will be also available. The club has had 1 controller in the position the past ten years.

Please send resumes to : Daniel Somogyi, CCM General Manager/COO dsomogyi@montclairgolfclub.org or 25 Prospect Ave. West Orange, NJ 07052

Position open immediately.