



CONTROLLER

Position Summary:

Bocaire Country Club is seeking a dynamic and experienced professional to join our team as a Controller. The position of Controller is a management-level position that will guide and direct the Association's financial operations and is responsible for all aspects of accounting, ensuring the Club follows generally accepted accounting principles. The Controller is responsible for the Association's financial plans and policies, its accounting processes and policies, the maintenance of systems of internal controls, preparation of monthly financial reporting packages, budget controls, and procedures, forecasting, analysis of departmental revenue and costs, control over fixed assets and annual maintenance and update of the Associations Replacement Reserve Schedule. The Controller is also responsible for the Association's banking relationships, including short-term investments and lending. The Controller will report directly to the General Manager and directly interface with the Treasurer, Finance Chair, and Department heads in fulfilling their responsibilities.

Tasks/Duties:

- Maintain, coordinate, and review all accounting activities to ensure all financial transactions are correctly recorded and reconciled. This includes but is not limited to accounts payable, accounts receivable, general ledger, trial balance, journal entries, bank reconciliations, payroll, accrued expenses, and fixed assets.
- Oversees member billing and collections.
- Conducts timely and accurate preparation of monthly financial statements and reporting packages, including detailed department analysis and explanation of budget variances. Prepares forecast of operating budget for the remainder of the year.
- Reports to the Finance Committee as to the financial status of the Club.
- Monitors and reconciles financial activities of unique projects and prepares reports as necessary.
- Work with General Manager and Department Managers to develop and manage operating and capital budgets.
- Review and update fixed asset records.
- Oversee payroll process, including review of payroll register for exceptions.
- Review and approve the check package. Review cash disbursements register for unusual payments.
- Review monthly accrued expense analysis.

- Coordinates with the association's external auditors in arranging and coordinating annual audits.
- Responsible for compliance and filings with all federal, state, and local taxing authorities.
- Assists General Manager in negotiating, administering, and maintaining the Association's insurance policies.
- Oversees departmental monthly inventories.
- Actively interfaces with Golf, Golf Course Maintenance, and Food and Beverage Managers, providing financial analysis and data to support the operations.
- Performs other duties as requested by the General Manager.
- Recommends enhancements to processes and financial policies, as appropriate.
- Hires, Trains Accounting Department employees
- Provide timely performance feedback to employees, including written performance appraisals, and initiate coaching/counseling actions as needed.
- Responsible for overseeing and complying with record retention policies.
- Responsible for the annual audit process and schedule
- Responsible for all fixed assets and disposals.
- Other responsibilities include:
 - Ensuring that company policies are carried out or complied with
 - assisting other departments in forecasting and financial needs
 - accelerating cash receipts and controlling disbursements
 - overseeing bank balances, maintaining lines of credit and banking relationships
 - establishing and maintaining credit and collection procedures
 - evaluating and implementing computerized accounting systems.
- Complies with and promotes all organization policies and procedures, including the Drug-free Workplace policy.

Qualifications:

- Bachelor's degree in accounting/finance or work experience equivalent.
- Minimum of 5-7 years experience in Club Accounting (3 as a Controller/Assistant Controller)
- Proficient in Excel, Word, Outlook, PowerPoint, Clubessential Accounting, and POS Systems.
- Skills and Attributes:
- Strong interpersonal skills include communicating effectively, listening and comprehending, and being ethical, assertive, problem-solving, and a team player.
- Operated typical office equipment, such as copier, fax, scanner, postage meter, phone system, etc.

- Organizational Skills - able to maintain documents in an orderly manner, supporting timely information retrieval.

Our Benefits:

- Competitive Salary with experience
- Paid Time Off / Holiday Pay
- Comprehensive benefits package, including Medical, Dental, and Vision insurance.
- Supplemental insurance for Life, AD&D, and more
- Generous retirement savings plan (401k)

Applications for this position must be submitted with a resume and cover letter addressed to the General Manager/COO at gm@bocairecc.com with the subject line: Application for the Controller Position.