



## **I. Position**

Controller

## **II. Job Summary**

The Controller is responsible for oversight of all finance, accounting and reporting activities. The Controller will be involved in supporting presentations to the board, finance and audit committee and will work closely with the senior leadership team.

The Controller will lead all day-to-day finance operations and will ensure that the club has the systems and procedures in place to support effective operations and conduct flawless audits. The Controller will work closely with Department Heads and their staff, not only to educate them regarding finance and accounting procedures but also to explore how the finance function can support club operations.

The Controller is a key member of the Executive Team and is critical to the Club's overall success.

## **III. Job Tasks**

1. Oversee all accounts, ledgers, and reporting systems ensuring compliance with appropriate accounting standards and regulatory requirements.
2. Maintain internal control and safeguards for receipt of revenue, costs, and club budgets and actual expenditures.
3. Coordinate all audit activity.
4. Consistently analyze financial data and present monthly financial reports in an accurate and timely manner; clearly communicate monthly financial statements; keep General Manager/COO and Finance Committee abreast of CCC's financial status
5. Administer and review all financial plans with General Manager/COO and Department Heads ; compare budgets to actual results with a view to identify, explain, and correct variances as appropriate.
6. Support the General Manager/COO in engaging the board and finance committee around issues and trends in financial operating models and delivery.
7. Oversee all financial accounting; ensure that expenditures are consistently aligned with budgets throughout the fiscal year.
8. Leverage strengths of the current accounting team members, help to clarify roles and responsibilities and develop and implement training programs in order to maximize and reach optimal individual and organizational goals.

9. Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.
10. Manage all accounting operations including Billing, A/R, A/P, GL, Payroll, Inventory Accounting and Revenue Recognition
11. Coordinate the preparation of regulatory reporting
12. Ensure quality control over financial transactions and financial reporting
13. Manage and comply with local, state, and federal government reporting requirements and tax filings
14. Develop and document business processes and accounting policies to maintain and strengthen internal controls
15. Responsible for complete Human Resources functions; serve as liaison with PEO
16. Assist with office reception functions as needed; delivering mail and bank deposits as needed
17. Negotiate all insurance contracts, annually. File all property and casualty claims.
18. Oversee most licensing processes and annual dues payments
19. Assist CCC Department Heads in the annual budgeting and planning process; coordinate with the General Manager/COO in developing an annual operating and capital budget for approval by the Board of Directors.
20. Maintains a strategic partnership with the General Manager/COO
21. Conducts annual evaluations of the accounting staff in an effort to further enhance their individual performance.
22. Responsible for accounting staff scheduling and monitoring overtime.
23. Handle all Credit and Collection procedures.
24. Maintain all banking relationships for the club including cash management and borrowings.
25. Perform internal review of all operating costs, regularly reviewing vendor relationships with Department Heads
26. Attend appropriate staff and club development-related committee meetings in order to inform of financial status
27. Produces and keeps adequate records of Financial Reports, Employee Records and Statistics
28. Attends regular scheduled managers' meeting
29. Attends regular Finance Committee meetings producing and coordinating all information required by the Chairman and General Manager/COO
30. Proficient in Northstar Software and Adams Keegan Efficenter a plus.
31. Any other duties as assigned by the management team.

#### **IV. Direct Reports**

Accounts Receivable/Payable Coordinator and Accounting Assistant

#### **V. Reports to**

General Manager/COO

Chattahoochee Country Club is an Equal Opportunity Employer