

POSITION DESCRIPTION

TITLE: Business Manager/Controller
LOCATION: Cartersville, GA
REPORTS TO: General Manager
DATE: February 15, 2018

RESPONSIBILITIES

- Produce timely and accurate monthly financial statements and provide analysis on information which could include supporting revenue schedules, labor reports, and expense review. Distribute and communicate financial results to General Manager and Board of Directors.
- Responsible for the monthly reconciliation of all general ledger accounts, including all bank accounts, as well as all asset and liability accounts.
- Produce and analyze monthly financial statements in comparison to budget and prior year results.
- Ensure the accounts receivable billings are accurate and submitted to members in a timely manner; review of accounts receivables/membership accounts and past due accounts.
- Collection of past due accounts through legal process when necessary
- Oversee all accounts payable/vendor activity; preparation of weekly check runs; preparation of all 1099 reports at year end;
- Process bi-weekly payroll through service vendor.
- Preparation and review of all payroll related reports for worker's compensation & liability audits.
- Calculation and preparation of monthly sales tax reports, including the local liquor tax and state sales tax reports
- Fixed asset management, including additions, deletions, depreciation schedules and preparation of the annual property tax report.
- Creation of the annual budget for all departments and forecasts for the upcoming year
- Maintain internal control processes and standards and ensure compliance for IRS Non-profit corporations as well as Department of Labor.
- Review and analysis of all functions/events, calculation of profitability per event; preparation of the function schedule for calculation of taxable income
- Human resources responsibility – recruiting, policies, legal compliance, benefits administration, management training
- Inventory controls – continue to implement and improve the inventory controls for the food and beverage department
- Employee management

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QUALIFICATIONS

- Unquestionable technical skills
- Excellent analytical and interpersonal skills
- A highly motivated self-starter who works well independently
- Ability to read and comprehend associated legal documents (i.e. contracts, leases)
- Detailed oriented and strong organizational skills
- Ability to prioritize and meet strict deadlines
- Positive attitude and the ability to quickly respond to co-workers and members
- Excellent written and oral communication skills
- Demonstrated technical proficiency with accounting programs, including Microsoft Excel and Microsoft Word.
- Must be able to work in a fast paced environment and handle multiple tasks.

EDUCATION & EXPERIENCE

- A minimum of 3 years experience – Human Resources / Accounting
- BS in Accounting

To apply for this position, please send a thoughtful cover letter and your resume to Stuart@Cartersvillecountryclub.com. The deadline to submit your resume will be October 31st, 2018.