

CONTROLLER PROFILE CHARLOTTE CITY CLUB CHARLOTTE, NC

CONTROLLER OPPORTUNITY AT CHARLOTTE CITY CLUB

An amazing opportunity exists for candidates with a successful track-record of leadership and exceptional financial operations management in private clubs or high-end establishments in the hospitality industry. We are conducting the Controller search for Charlotte City Club, located at 121 W Trade Street in the center of uptown Charlotte. This is an opportunity to impact the organization, with a focus on creating value and ensuring continued financial strength and operational efficiency.

[Click here to watch a brief video about this opportunity.](#)

CHARLOTTE CITY CLUB & COMMUNITY

The Charlotte City Club was founded in 1947 by the mayor of Charlotte. Herbert H. Baxter, the mayor at that time, envisioned a “quiet place with attractive surroundings where meals would be served, and members could get together to discuss business.” Today, Charlotte City Club reflects the highest aspirations of its founders. It provides a very special place for members to come and enjoy their social and business activities, from quiet luncheon meetings and small intimate dinners to social occasions and large private events.

CHARLOTTE CITY CLUB BY THE NUMBERS:

- 560 FME Members
- \$7,500 Initiation Fee
- \$3.5M Gross Volume
- \$1.5M F&B Volume; 75% a la carte, 25% catering and events
- 30 Full staff
- Business Center
- Indoor Cigar Lounge with Patio
- (1) Dining Venue
- (2) Ballrooms
- 53 Average Age of Membership

MISSION

Charlotte City Club is an unparalleled private haven in the heart of Uptown. Our member community engages in fellowship, culture, sports, arts and entertainment to connect and share in life’s greatest moments.

VISION

To provide thoughtful, personalized and gracious hospitality for the evolving needs of its members, their families and guests.

CORE VALUES

Member-Centric Hospitality; Passion; Timelessness; Diversity, Inclusion, and Respect, Innovation

CHARLOTTE CITY CLUB WEB SITE: www.charlottecityclub.com

CONTROLLER ROLE OVERVIEW

The Controller provides strategic oversight and direction of all financial and accounting functions of the Club. The Controller will maintain a high level of engagement with and responsiveness to both Members and Team Members. The candidate for this position must have the ability to work in a multi-tasking team environment without compromising quality of output and also possess a “people first” mentality. As with all positions, the Controller will continually exemplify and promote the core values, mission and culture of Charlotte City Club. The position reports to the General Manager/COO and will be responsible for hiring if the accounting department expands.

The right candidate is a team player who is resourceful, pro-active, and is willing and able to sort out complex accounting and financial matters. The ability to multi-task and to handle multiple on-going responsibilities within a fast-paced and adaptive environment is essential.

The successful candidate will:

- Implement and enforce general policies established by the Board of Governors and General Manager/COO; direct their administration and effective execution.
- Attend Staff and Committee meetings as assigned and requested.
- Prepare all related information for the Finance & Investment committee to include the minutes, financials, variance reports, and data analytics, as requested by the committee.
- Select, administer, and develop all Employees under his/her supervision, consistent with Club philosophy and standards.
- Develop and build his/her team and lead them to achieve significant, positive membership and guest satisfaction outcomes.
- Consistently ensure that the Club is operated in accordance with all applicable local, state, and federal laws.
- Uphold the mission, policies, and procedures of the Charlotte City Club including the Constitutional and Operational By Laws, and Employee Handbook. Always act in the best interests of the Club.
- Perform other duties as assigned.
- Coordinate development of annual operating and capital budgets for the entire club.
- Manage approved budget throughout the fiscal year. Complete monthly variance analysis and sales reports.
- Review income and costs relative to goals; take corrective action as necessary.
- Assist in the development of the Club’s long-range capital plan.
- Demonstrate care for the proper maintenance of the Club’s physical assets and facilities.
- Work with the membership department to properly onboard new members from an accounting/ billing standpoint.
- Drive preparation of accurate and timely monthly and year-end annual financial statements.
- Drive preparation and completion of the annual club and development budgets.
- Manage, teach, and partner with senior staff.
- Analyze processes for improvement. Recommend and implement process changes where appropriate.
- Perform monthly variance analysis between actual results and budget and review with the GM.
- Assist the GM with periodic cash forecasts.
- Ensure regular reconciliations of all balance sheet accounts.
- Ensure proper recording of all cash transactions
- Perform monthly financial statement closing processes.
- Record loan payments and reconcile all loan balances monthly.
- Oversee the proper recording of all credit card transactions.
- Participate in special projects and prepare ad hoc reports as needed

CANDIDATE QUALIFICATIONS

The successful candidate:

- Has a thorough understanding of generally accepted accounting principles (GAAP).

- Has a proven track record of working independently, as well as within a team environment.
- Has demonstrated strong organizational skills, attention to detail, and the ability to adapt to various situations and needs quickly.
- Has strong oral, written, and interpersonal communication skills. He or she has the ability to communicate effectively in a collaborative work environment.
- Has a demonstrated ability to follow through on commitments, is detail-oriented, and meets deadlines.
- Experience in private clubs or high-end hospitality preferred
- IT & software knowledge strongly desired; Information technology background, to assist in overseeing clubs IT needs a plus
- Experience working with JONAS Club Management software a plus
- Able to work with basic mathematical concepts such as probability, division, addition, subtraction and multiplication.
- Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Skilled at interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Able to write reports, business correspondence, and procedure manuals.
- Able to effectively present information and respond to questions from managers, vendors, members, customers, and staff.
- Adept at solving practical problems and dealing with a variety of concrete variables in situations where only limited standardization exists.
- Is a courageous thought partner with GM. He or she is detail-oriented but also a strategic thinker.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

EDUCATION, TRAINING, AND CERTIFICATION QUALIFICATIONS

- A Bachelor's degree from a four-year college or university (Accounting, Finance, or Business Administration majors preferred)
- In lieu of formal degree, minimum three to five years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of private Clubs, food & beverage trends, customer relations management systems encouraged.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to Mrs. Elisha Cicerone, CCM, General Manager/COO clearly articulating your alignment with this role and why you want to be considered for this position at this stage of your career, and why Charlotte City Club and the Charlotte area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Wednesday, April 5, 2023. Candidate selections will occur end of April with the first Interviews expected in early May 2023 and the second interviews a short time later. The new candidate should assume his/her role shortly thereafter.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &
“Last Name, First Name Cover Letter – Charlotte City Club”
(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Holly Weiss: Holly@kkandw.com

Search Executive:

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