



## REAL PROPERTY HOLDING – TOCCOA

### Job Description

JOB TITLE: **Controller**

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Reports To: Owners-General Manager  
Prepared by: Human Resources

Exempt  
May 2022

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#### SUMMARY:

This position is primarily responsible for assuming the role of a detail-oriented, professional, organized, and well-balanced financial overseer. The Controller will be providing consistent and effective financial leadership by working hands-on with management and supplying required guidance and training. This position is also responsible for focusing on the profitability of the business, performing accurate and timely financial reporting. This position will also be safeguarding the owner's assets by ensuring acceptable levels of internal control including development of all required standard operating procedures (SOPs). The position is responsible for ensuring compliance with all state and local regulations related to operational taxes by performing the following duties.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Manages all finances, including accounts receivable, accounts payable, general accounting, purchasing, night audit and cash management, ensuring the timely deposit of all funds.

Ensures all balance sheet accounts, including bank reconciliations, are analyzed and reconciled in a timely manner.

Analyzes general ledger accounts, ensuring all required accruals are performed, and prepares timely monthly financial statements, including departmental and consolidated profit and loss statements, balance sheet, and statement of cash flows consistent with generally accepted accounting principles.

Establishes and continually audit all internal financial control procedures and systems, including cash handling, disbursements, purchasing inventories, and capital assets.

Provides training to management as required to ensure all internal controls are understood, implemented and maintained.

Works with the General Manager and department heads in the development of the annual operational and capital budgets, and any required forecasts.

Investigates and critique variances to budget and/or prior years and offers practical improvements ideas to management.

Approves all purchases to be made on behalf of the business with budgetary guidelines.  
Analyzes financial data in order to assist and advise management in attaining all financial objectives and maintaining an efficient operation.

Performs special financial analysis as needed and/or requested by the General Manager and/or Owner.

Ensures all state and local taxes, such as sales taxes, lodging taxes, business property taxes, real estate taxes etc. are paid in a timely manner and all applicable returns are filed timely and correctly.

Maintains local banking relationships.

Understands the philosophy, guidelines, policies and procedures of the Owner and always ensures that the financial operations meet those expectations.

Serves on Property Owners Associations (POA) Board of Directors and is involved in the required annual meetings. Performs all accounting services for the POA as may be required now or in the future.

Hires, trains, empowers, coaches, and counsels any accounting team members, assists in resolving problems and provides open communications and discipline when needed.

Conducts and completes annual performance reviews for accounting team members, develops self-improvement programs and recommends changes in compensation when applicable.

Performs any other reasonable tasks requested by the General Manager and/or Owner.

Please submit resumes to:  
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