



## Candidate Profile

### Controller

Porters Neck Country Club  
Wilmington, NC



#### Organization

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For over twenty-five years, Porters Neck Country Club has been so much more than just a club. Porters Neck is the 'home away from home' for so many in the Wilmington community. We are quite proud of the quality of our 4 Star rated Tom Fazio golf course, our tennis and pickleball amenities, adult lap pool and junior Olympic pool, a year-round program for juniors, a well-rounded fitness and wellness curriculum, and an exciting social calendar, with over 200 social events a year! However, what we are most proud of is the quality of the membership experience that only Porters Neck Country Club can provide. Why? It is the people that make the difference. At Porters Neck, we are more than a Club. We're friends.

#### Position Description

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The position requires an experienced Club or Hospitality Controller who will oversee the Accounting department. This position is a critical point of contact with the membership and management by providing suitable assistance and information and by helping to maintain a high level of data integrity and confidentiality. The perfect candidate must be attentive, detail oriented, approachable, friendly, professional, self-starter and with the ability to work independently.

The Controller directs the financial affairs of the Club and prepares financial analyses of operations, including final financial statements with supporting schedules, for the guidance of management. The ideal candidate will be responsible for the Club's financial plans, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls.

#### Responsibilities

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- With the guidance from the General Manager, establishes major economic objectives and is responsible for the preparation of all financial reports that outline the Club's financial position in income, expense and earnings based on past, present and future operations and conditions.
- Prepares and reviews with General Manager all accounting and financial records for the Club on a timely basis.
- Formulates, reviews, and insures integrity of accounting and record-keeping procedures.
- Responsible for roll-up of club accounting budgets, forecasts, and actual results compared to budget on a quarterly basis.
- Maintains the Club's books and ensures that all company transactions and assets are properly recorded.
- Oversees the policies and procedures for effective club accounting and control systems.
- Familiar with the principals and applications of generally accepted accounting principles, the Internal Revenue Service and State taxation requirements, and assures recordation of all transactions in compliance thereof.
- Responsible for tracking the equity members sellers list and for issuing refunds when required.
- Oversees and administers the Club's benefit program and human resources function, including payroll.
- Work closely with the General Manager in the budget process, providing historical data and forecasting assistance.

- Directs the preparation of the capital budget and planning including; leasing and other forms of financing, reserves, and replacements. Determines applicable depreciation and recovery rates to apply to capitalized assets and advises management on such matters.
- Responsible for maintaining and keeping compliance on all licenses.
- Evaluates and recommends insurance coverages for protection against all potential liabilities (general business, specific and unordinary risk, employment) and property losses. Risk management and insurance functions.
- Tracks daily cash flow.
- Uses Jonas software to record and run reports monthly.
- Works with independent auditors to assist in the completion of the year-end audited financial and work papers.
- Sets up new-year budget information in operating system and maintain throughout the fiscal year.
- Responsible for management of a full-time accounting assistant.

## Requirements

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- Bachelor's Degree in Accounting Preferred.
- Eight or more years Club or Hospitality accounting experience required.
- Excellent leadership, analytical and communication skills with all club leadership and department heads.
- Ability to work as a team player across departments.
- Expert knowledge in club or hospitality financial issues of funding, cash flow, project analysis, and experience with 501(C) tax codes.
- Proficient in Jonas or similar club accounting software, Microsoft Excel, and Word.
- Candidate must be near or able to relocate to the Coastal Carolina vicinity.

## Compensation and Benefits

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- Competitive salary and incentive bonus.
- Medical and dental insurance in accordance with club policy.
- Life insurance and long-term disability.
- Participation in the Club's 401K plan.

Professionals who meet or exceed the established criteria are encouraged to contact:

GSI Executive Search, Inc.

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