



THE COUNTRY CLUB OF
SAPPHIRE VALLEY
ESTABLISHED 1956

Date: August 29, 2019

Employment Opportunity

Club: The Country Club of Sapphire Valley
Sapphire, North Carolina

Position: Controller/Human Resource Manager

Facilities: Seasonal (April – November) full-service private member-owned golf and country club in the heart of beautiful Sapphire Valley
www.ccsapphirevalley.org

Job Summary: The Controller supervises all accounting and human resource functions (day to day) of the Club. The Club does use a human resource third party to assist with compliance, policy and employee development. Supervise the accounting functions and directly assist the General Manager/COO on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters. Prepare financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting records; develop, analyze and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to the finance committee.

Responsibilities:

- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the

various committees, departments and GM/COO; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.

- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Verifies that all insurance records for club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Attends monthly finance committee and other meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Negotiates and administers employee benefits including health and life insurance, retirement plans and workers' compensation; gathers information and assists the GM/COO in making decisions about employee benefit plans.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Monitors collection of past due accounts, advises GM/COO
- Manages appropriate collections for new members.
- Interacts with the club's external accounting firm and its auditors as necessary.
- Monitors accounts receivable and takes action according to established club policies and procedures.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.

Qualifications:

Bachelor's degree in accounting from four-year college or university
Minimum of five (5) years of professional accounting experience with at least two of at the Controller level or equivalent in club operation.
Experience supervising a staff/team of bookkeepers.
Experience overseeing information technology operation preferred.
Knowledge and experience with Jonas Club Management software preferred.

Salary:

Competitive compensation package, salary commensurate of experience

Position Opening: October 1, 2019 *position open earlier for training

Send Résumé to:

Ashton R. Harris, CCM
General Manager/COO
aharris@ccsapphirevalley.org

