Job title	*Controller & Director of Human Resources*
Reports to	*General Manager*

Job purpose

The Controller & Director of Human Resources will be a strategic thought-partner, and report to the General Manager. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support the following areas: accounting, finance, business planning and budgeting, forecasting, negotiations, compliance, human resources, administration, and IT.

The Controller & Director of Human Resources will play a critical role in partnering with the senior leadership team in strategic decision making and operations as The Sutter Club continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Duties and responsibilities

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the General Manager; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.

- Implement a financial management/ reporting system required to support accounting; ensure that the billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Effectively communicate and present the critical financial matters to the board of directors.
- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives.
- Formulates, receives and recommends policy proposals for approval relating to accounting, contributions and auditing, the budget and cost control, preparation and payment of payrolls, tax matters, compilation of statistics and office methods Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state and/or local laws.
- Provide executive management with advice on the financial implications of business activities.

Human Resources, Technology and Administration

- Further develop Sutter Club's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training and recruiting.
- Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
- Manages human resources operations by recruiting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.

- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Keeps up-to-date on information and technology affecting functional area(s) to increase innovation and ensure compliance.

Minimum Qualifications

- Minimum of a B.A., ideally with an MBA/CPA or related degree
- At least 7-10 years of overall professional experience; ideally 6+ years of broad financial and operations management experience. Private Club experience preferred.
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously
- Ability to translate financial concepts to effectively collaborate with programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making

- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to the mission of The Sutter Club

Skills Requirements

- PC proficiency is essential (Windows environment) and strong working knowledge of Excel and accounting software is preferred.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses.
- Maintain a high level of integrity and dependability with a strong sense of urgency and results-orientation.
- Cheerfully greets and respectfully treats all members, staff and guests.

Physical requirements

Job requires sitting in a normal seated position for extended periods of time. Reaching by extending hand(s) or arm(s) in any direction. Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard, able to lift and carry items typically associated with an office environment.

Direct reports

Senior Accountant.

Interested Candidates, please submit your resume and cover letter via email to General Manager Thomas Narozonick, CCM: tom@thesutterclub.org.