

Job Description
CONTROLLER / OFFICE MANAGER

Function:

Responsible for all of the financial processes and reporting for the Club. Supervises the functions of the Business Office.

Responsibilities:

1. Develop and install accounting systems, methods, procedures and internal controls.
2. Prepare monthly balance sheet, cash flow, income financial statements and detailed departmental reports.
3. Compile monthly statistical reports and other information as needed.
4. Supervise all accounting functions such as Accounts Payable, Accounts Receivable, Payroll, cash control and membership records.
5. Maintain personnel records and employee files. Prepare payroll checks for salaried employees.
6. Prepare all federal, state and local tax returns (except corporate income tax) and tax payments.
7. Prepare information for and assist with the annual independent audit.
8. Maintain the data processing and management information systems; act as network supervisor and troubleshooter for computer problems. Evaluate and implement new software. Responsible for backup computer storage records.
9. Manage the Club's web site, email accounts, telephone system and other technology.
10. Maintain records of the Club's administrative policies and procedures.
11. Oversee Human Resources and compliance issues.

Relationships:

Reports to the General Manager. Works with the Finance Committee. Works closely with all other department heads. Supervises and schedules the Business Office staff.

Qualifications:

Advanced knowledge of financial and accounting theory, principles and practices as would normally be obtained through a Bachelor's Degree in a financially related field, or equivalent experience.

Qualifications - continued

At least three years of broad financial experience.

Ability to supervise others.

Good organizational ability and capability of self-direction.

Must be computer literate.