

# Job Description

## Controller and Assistant General Manager

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**DEPARTMENT:** G & A

**SUBORDINATE STAFF:** Accounts Receivable –  
Accounts Payable, HR Manager and  
Clubhouse Maintenance Staff

**REPORTS TO:** General Manager

**EXEMPT:** Yes

*Being classified as "exempt" infers an employee in this position is not subject to the IWC Wage Order sections pertaining to overtime, minimum wage, record keeping, uniforms and equipment, cash shortage and breakage, meal periods, and rest periods. This means that although an employee in this position may be required to work in excess of 40 hours in any given week to perform their job duties, they will not be eligible for overtime pay or other additional compensation.*

### **POSITION SUMMARY:**

- Direct financial operations of the club by developing, establishing and administering procedures and systems pertaining to financial matters.
- Manages the Club's assets and buildings by developing, establishing and administering procedures and systems for maintenance and replacement.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING AND OTHER DUTIES MAY BE ASSIGNED:**

- Formulate, receive and write 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.
- Direct or prepare the monthly financial statements including Income Statement, Balance Sheet and Cash Flow for the club along with required supporting schedules and other data necessary for financial reports and records.
- Manage and conduct internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepare budgets and financial forecasts in coordination with the various committees, departments and General Manager; analyze financial information, monitor budgeted versus actual expenditures and advise management about variances and their potential causes; recommend corrective actions to help assure that budget goals are met.
- Work with the club's external auditors to assure that procedures are consistent with club policies.
- Prepare and verify reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.

- Reconcile monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts.
- Inform and advise other department heads about the financial aspects of their responsibilities.
- Prepare accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Committee and other club committees.
- Select, train, supervise and evaluate accounting staff.
- Attend monthly Board, Finance Committee and other meetings as required.
- Oversee member billing and collection procedures.
- Oversee compilation, approval and maintenance of credit applications for vendors.
- Maintain Fixed Asset ledgers and prepares depreciation schedules for monthly entries.
- Oversee the audit of members and guests' charges; check cash sheets to assure that all receipts for member's accounts have been posted.
- Audit all cash expenditures.
- Safeguard all funds in bank accounts; assure that revenues are properly and correctly deposited and supervise the drawing of all checks.
- Establish and maintain tournament accounting records.
- Maintain investment program. Invest all excess funds on a timely basis to provide better cash flow.
- Monitor collection of past due accounts, advise General Manager and Board when difficult situations may arise.
- Plan professional development and training activities for staff.
- Establishes and maintains security system for club property
- Tours and inspects facilities daily
- Solicits competitive bids from contractors for building repairs
- Oversees the daily working schedule for the clubhouse maintenance staff
- Compiles and delegates facility repairs to staff
- Manages the replacement or addition of new assets throughout the Club
- Attends committee meetings
- Works closely with the general manager; responsible for operation of all aspects of the Club in the absence of the general manager and performs specific tasks as requested by him/her
- Assists the general manager in implementing the policies of the Board of Directors

**MARGINAL DUTIES:**

- Prepare and/or supervise preparation of applicable federal, state and local tax returns.
- Handle assigned projects as they relate to the department and club's needs.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

B.A. in Finance or Accounting and eight years experience in finance.

**CERTIFICATES, LICENSES, REGISTRATIONS: CPA**

**OTHER SKILLS and ABILITIES:**

- Ability to follow policies and procedures.
  - Ability to operate a fax, copier, computer/printer, and telephone.
  - Ability to communicate clearly verbally and in writing.
  - Demonstrate good listening skills.
  - Demonstrate good organizational and management skills.
  - Ability to multi-task in a stressful environment.
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**PSYCHOLOGICAL DEMANDS OF THE JOB:**

The psychological demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee spends 2/3 or more of the total time on the job:**

- Changing priorities.
- Being interrupted.
- Juggling multiple tasks.
- Working as part of a team.
- Interacting with people from other departments.
- Interjecting ideas and opinions.
- Paying attention to detail.
- Having to "think on my feet".
- Dealing with a "fast-paced" environment.

**Employee spends 1/3 of the total time:**

- Working independently.
  - Communicating with irritated people.
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**PHYSICAL DEMANDS OF THE JOB:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

**Regularly (2/3 or more total time) required to:**

- Use hands to finger, handle, or feel objects and controls such as those on telephones and computers.
- Talk and hear in person and on the telephone.
- Reach with hands and arms, grasp objects, push/pull approx. 10-50 pounds, twist the upper body, rotate the wrist, and use finger dexterity writing and using the computer.

**Frequently (1/3 to 2/3 total time) required to:**

- Kneel, squat, bend and lift to file.
- Sit for several minutes up to 3 hours at a time per shift.

**Occasionally (up to 1/3 total time) required to:**

- Climb stairs.

Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to noisy. The majority of work is performed in an office setting.

**EQUIPMENT USED:**

**Regularly:**

Computer and printer  
Telephone  
Copier  
Adding machine  
Fax machine  
File Cabinet

**Occasionally:**

Stapler/Staple Remover