

Accounting Department

I. Position

Controller (4.1)

II. Related Titles

Accountant; Office Manager; Director of Finance

III. Job Summary

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 and is responsible for development, analysis and interpretation of statistical and accounting information. Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Supervise the staffing, scheduling, training and professional development of department members.

IV. Job Tasks (Duties)

1. Directs financial operations of the club
2. Formulates, receives and recommends policy proposals for approval 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
3. Directs or prepares the monthly trial balance and resulting financial statements including Income Statement, Balance Sheet and Statement of Changes in Financial Condition for the club along with required supporting schedules and other data necessary for financial reports and records
4. 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
5. Prepares budgets and financial forecasts in coordination with the various committees, departments and General Manager; 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
6. Works with the club's external auditors to assure that procedures are consistent with club policies
7. Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies
8. Directs, participates in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, etc.
9. Verifies that all insurance records for club property are properly maintained
10. Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts
11. Informs and advises other department heads about the financial aspects of their responsibilities
12. Prepares and/or supervises preparation of applicable federal, state and local tax returns
13. Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Committee and other club committees
14. Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used
15. Selects, trains, supervises and evaluates accounting staff
16. Negotiates and maintains contracts for maintenance of computers and office equipment
17. Attends monthly Board, Finance Committee and other meetings as required
18. Oversees member billing and collection procedures
19. Compiles, approves and maintains credit applications for vendors
20. Negotiates and administers employee benefits including health and life insurance, pension plans, and workers' compensation. Gathers information and assists the General Manager in making decisions about employee benefit plans
21. Maintains Fixed Asset ledgers and prepares depreciation schedules for monthly entries
22. Handles assigned projects as they relate to the department and club's needs
23. Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted
24. Audits all cash and charge expenditures
25. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks
26. Establishes and maintains tournament accounting records and financial statements
27. Maintains investment program. Invests all excess funds on a timely basis to provide better cash flow
28. Monitors collection of past due accounts, advises General Manager and Board when difficult situations may arise

29. Plans professional development and training activities for staff

V. Reports to
General Manager

VI. Supervises
Bookkeeper; Accounts Receivable Clerk; Accounts Payable Clerk; Cashier; Payroll Clerk; Receiving/Storeroom Clerk