**Company Description:**
Forewinds Hospitality operates two golf/dining/special event destinations in Delaware, Deerfield and Garrisons Lake Golf Club. In addition to public golf, membership products, and golf events hosted by both properties, Deerfield also features nearly 20,000 square feet of banquet space, hosting weddings, parties, and special dining events all year long. Additionally, Deerfield features a Pub & Grille popular with golfers as well as two paddleball courts. Forewinds Hospitality continues to work with other clients regionally on special projects and hospitality-based consulting work. Forewinds Hospitality has been owning/operating successful hospitality destinations in the mid-Atlantic region for over ten years.

**Position Summary:**
The Controller manages all financial activities at the clubs, reporting directly to the General Manager. He/she develops policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records. Further, the Controller develops, establishes and administers procedures and systems pertaining to financial matters. He/she prepares financial statements and forecasts/analyzes data for all administrative and managerial functions. The Controller maintains all accounting records and is responsible for development, analysis and interpretation of statistical and accounting information. In addition, he/she evaluates operating results in terms of costs, budgets, operational policies, trends and increased profit possibilities. The Controller also serves as HR and benefits liaison for the properties.

**Essential Duties and Responsibilities:**
- Manage the general accounting activities of the property including accounts payable, payroll and cash management / receivables.
- Manage cash flow on a daily / weekly / monthly basis including cash forecasting and projections.
- Develop and/or adhere to existing policies and procedures to control and coordinate accounting, auditing, budgets, cost control, payroll, taxes and related financial activities and records.
- Assist the General Manager in the preparation of annual budgets and financial forecasts in coordination with various departments.
- Develop and implement all internal control policies for both clubs.
- Prepare, verify, and disseminate monthly financial statements, statistical analyses and accounting/cash reports as necessary and appropriate for management, partners and clients.
- Ensure that procedures are in place to safeguard company assets, assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepare monthly Balance Sheet reconciliations.
- Ensure all cash and receipts are collected and proper bank deposits are made. Perform daily reconciliation of point of sale revenues, tax liabilities, and cash/charge receipts.
- Help manage/track any cash banks (petty cash, cash drawers, ATM funds, etc.) at the properties.
- Prepare and/or supervise the preparation of applicable federal, state and local tax returns.
- Ensure that all business licenses, liquor licenses, certificates of operation, and other licenses/permits are current and properly maintained/posted/renewed.
- Manage employment activities for the property, including but not limited to assisting Department Heads with personnel recruitment and selection, performance evaluations, training, compensation planning, discipline, and terminations.
- Responsible for Human Resource administrative duties including but not limited to maintaining the employee files/records, refining the Employee Guidebook as needed, and unemployment compensation reporting.
- Oversee all applicable legal matters and communications as required.
- Direct any health/dental/vision/401k and co-worker insurance benefit administration as required.
- Manage the insurance administrative duties for the property, including but not limited to assisting Department Heads with personnel recruitment and selection, performance evaluations, training, compensation planning, discipline, and terminations.
- Manage the payroll process for the property ensuring timely and accurate pay of staff. Maintain the property time keeping system. Work carefully to prepare/edit weekly time sheets, enter and execute bi-weekly payroll, and track employee vacation.
- Maintain knowledge of current and projected industry developments through continuous attention to golf/hospitality industry periodicals and participation in relevant trade associations and Accounting/HR organizations.
- Perform other appropriate duties as directed by the General Manager.

**Minimum Qualifications:**
- Bachelors degree in accounting or finance from an accredited educational institution is required.
- CPA experience preferred but not required.
- 3-5 years applicable accounting experience in the hospitality industry preferred.
- Outstanding written and verbal communication skills.
- Demonstrated proficiency in Microsoft Word and Excel with catering software/CRM tool experience preferred.
- Ability to analyze/solve problems, multitask and work in a fast paced environment.
- Organization and attention to detail, a positive attitude, and ability to communicate effectively to staff while working as a team.
- Willingness to serve the internal and external customer with enthusiasm.
- A spirit of warm and inviting hospitality consistent with Forewinds Hospitality’s “Hospitality Plus!” standard of guest service, delivering service so extraordinary that it evokes a “wow” on each and every visit.

Please send resumes to:
Jeff Robinson, GM
jrobinson@deerfieldgolfclub.com