



**CONTROLLER PROFILE:
KINGS CREEK COUNTRY CLUB
REHOBOTH BEACH, DE**

CONTROLLER OPPORTUNITY AT KINGS CREEK COUNTRY CLUB (KCCC)

An amazing opportunity exists for a candidate with a successful track record of accomplishment, leadership and high-quality financial management experience in private clubs, hotels, or resorts. The successful candidate will be an integral part of a high-performing team at a Country Club recognized for its fun and casual culture, quality work environment, and focus on continually improving the employee and member experience.

The club is led by an energetic, innovative, and young-minded management team that shines by a competitive mindset and eagerness to continuously improve performance, both personally and professionally. A team that is thinking out of the box to create a unique and exciting member experience combining tradition with new trends and modern twists.

KINGS CREEK COUNTRY CLUB

Our WHY Statement:

“TO BE CARING AND INCLUSIVE WITH HIGH STANDARDS OF EXCELLENCE IN AN OPEN, WARM, CASUAL ATMOSPHERE SO THAT MEMBERS AND THEIR FAMILIES CAN ESTABLISH MEANINGFUL CONNECTIONS THAT ENRICH OUR LIVES AND OUR CLUB.”

KCCC Core Values:

- COMMITMENT TO EXCELLENCE
(FACILITIES, AMENITIES AND SERVICE)
- KINDNESS AND CARING
- INCLUSIVENESS
- TRANSPARENCY

The Club, which is surrounded by nearly 350 acres of pastoral grounds, provides a sanctuary of sorts for its members and guests. Located adjacent to Rehoboth Bay and Delaware beaches, Kings Creek resides in a resort area that is within 150 miles of every Mid-Atlantic metropolitan area, making it one of the most desirable private equity country club communities to grace the Delmarva Peninsula.

KCCC was established for the sole purpose of serving the needs of its members by providing a wonderful member experience in a fun, unpretentious atmosphere with quality services and facilities. This philosophy, combined with a staff dedicated to nurturing the Club's friendly and engaged membership, creates a Club that its Founding Board of Directors originally envisioned.

KCCC is a private, member-owned Country Club that offers 18-holes of golf, a practice facility, Instruction and Learning Center, Pickleball and Tennis Courts, Pool with separate full-service kitchen and bar, Wellness center, plus a very active social calendar and several dining areas. The Club is considered a great value in a highly desirable location. KCCC members and management are forward thinkers and have successfully completed the \$8M VISION strategic plan to attract new members and to continue to increase current members' satisfaction, which is presently at a high level.

KINGS CREEK COUNTRY CLUB BY THE NUMBERS

- At present, there are approximately 793 family memberships in all categories (currently on a wait list of 92 people)
- \$55,000 Initiation fee for full membership
- \$8,204 Annual dues for full member
- \$700 annual minimum charge
- \$87 monthly capital charge
- \$10.6M Gross revenues from all sources in 2023
- \$5.9M Dues volume
- \$2.9M F & B volume in 2023
- 31,000 annual rounds of golf
- Average age of membership is 62.
- The Club is organized as a 501(c)(7), not for profit organization.

KINGS CREEK COUNTRY CLUB WEB SITE: www.kingscreekcountryclub.com

CONTROLLER POSITION OVERVIEW

The Club is looking for an exceptional Controller who will provide the leadership, management, and vision necessary to ensure the Club has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the Club. The Controller will work closely with the General Manager and the Executive Staff, and perform specific responsibilities as requested by the General Manager.

The position directly reports to the General Manager and will supervise the Senior Accounting Assistant. The selected individual will serve as a true strategic partner who will be instrumental in taking Kings Creek to the next level of financial stability and success and will help support the Club's current and future vision, in conjunction with the strategic plan.

KEY ATTRIBUTES AND CHARACTERISTICS

- Extensive knowledge of all accounting functions, preferably in a private club environment.
- Excellent service skills and professional demeanor.
- Superior leadership and management skills; awareness of employee's needs in order to facilitate productivity and create a harmonious working environment.
- Data analysis and report preparation, using key industry benchmarks and resources.
- Demonstrated excellence in communication skills in English both written and verbal.
- Ability to interact professionally and maintain effective working relationships with supervisors, co-workers, and members.
- Demonstrated team and collaborative skills, and a history of creating a positive working environment.
- A history of proactive financial leadership and innovation with a 'solutions-minded' approach to their work.
- Demonstrates accuracy, thoroughness, and ability to monitor own work to ensure quality.
- Maintains strict confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs financial operations of the Club. Maintains all accounting records and is responsible for development, analysis, and interpretation of financial and accounting information.

- Formulates, receives, and recommends policy proposals for approval relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payroll, tax matters, compilation of statistics and office methods and procedures.
- 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.
- 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.
- Prepares budgets and financial forecasts in coordination with the various committees, departments, and Management; 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.
- Works with the Club's external auditors to assure that procedures are consistent with Club policies.
- Prepares and verifies reports made to agencies and trade & professional organizations for which dissemination is consistent with Club policies.
- Directs, participates in, and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, etc.
- Verifies that all insurance records for Club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts, and wage accounts.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Prepares and/or supervises preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Staff, and other Club committees.
- Selects, trains, supervises, and evaluates accounting staff.
- Attends monthly Board of Directors, Finance Committee, and other meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves, and maintains credit applications for vendors.
- Maintains Fixed Asset ledgers and prepares depreciation schedules for monthly entries.
- Handles assigned projects as they relate to the department and Club's needs.
- Audits members and guest's charges and verifies cash spreadsheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited, and supervises the drawing of all checks.
- Establishes and maintains tournament accounting records.
- Maintains investment program. Invests all excess funds on a timely basis to provide better cash flow.
- Monitors collection of past due accounts, advises Management and/or Treasurer when difficult situations may arise.
- Plans professional development and training activities for accounting staff.

CANDIDATE QUALIFICATIONS

- Degree in accounting and preferably Private Club/Hospitality or transferable industry experience.
- Advanced degree and/or CPA preferred. CHAE certification a plus.
- Experienced in managing an Accounting and Finance Department.
- Strong verbal and written communication skills.
- At least 5-10 years' financial experience, including controllership.
- CertiPay and Jonas Software experience a plus; prior Club software knowledge.

ADDITIONAL INFORMATION

Please note that this job description is intended to be a guide to your position. You may be asked to undertake other activities or tasks which are deemed appropriate to your position and which the Club considers reasonable which are not detailed on this job description.

SALARY RANGE:

Commensurate with qualifications and experience, the salary range for this position is \$100,000 to \$120,000 annually.

OTHER BENEFITS:

- Relocation assistance
- The Club, along with the typical professional educational support, offers an excellent benefit package.
- Up to 10% bonus after annual performance review