



Position Available: Controller

Round Hill Club (RHC), established in 1922, is a private, member-owned country club located in Greenwich, Connecticut and employs, at its busiest time of the year, approximately 185 employees. It is recognized as one of the most prestigious private clubs in the northeast. The Club's annual revenues total \$14 million dollars, is debt-free and enjoys a substantial membership wait list.

The Club's facilities include an historic 45,000 square foot Clubhouse that offers several dining and banquet areas, and seasonal dining terrace. The Club has embarked on a \$6.5 million pool and snack bar replacement project that is scheduled to be completed in May. A highly regarded 18-hole golf course with a driving range, which also hosts the Club's winter shooting sports program, also serves the membership. The Club has an active tennis playing community with eight HarTru tennis courts and four platform tennis courts. The Indoor Racquets Facility (IRF) includes two indoor tennis courts, four squash courts and a 2,500 square foot wellness and fitness facility.

This is an outstanding career opportunity for a highly organized, strong financial leader to assume full control of all cost and financial control functions and compliance related matters of the Club. The Controller supervises the accounts payable/payroll and accounts receivable/membership administration clerks, works directly with the human resources administrator and other department heads and reports to the Club's General Manager. The accounting department is a service-centric team that proactively and collegially provides financial information and related support to the various constituents of the organization.

The RHC employs a loyal, professional and highly accomplished management team and wishes to complement the excellent group already in place. The existing Controller has served the Club with distinction for the past 25 years and is retiring in early August. The successful candidate will have the opportunity of overlapping the incumbent for a period of up to two months. The working environment of the organization is one of extraordinary professionalism and respect and the RHC prides itself on the close and positive relationships it maintains with its staff.

Essential Job Tasks

1. Formulates and recommends policy proposals relating to accounting and auditing, the operating and capital budgets, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
2. Prepares the monthly trial balance and resulting financial statements for the Club, including the income statement, balance sheet and statement of cash flows, along with required supporting schedules and other data necessary for financial reports and records.
3. Maintains exact records of accounts payable, reconciles accounts payable with invoices and purchase orders and writes and issues payments on all accounts.

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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 operating budgets and financial forecasts in coordination with the General Manager, various Committees and department heads; 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. Prepares accounting reports as necessary and appropriate for dissemination to the General Manager, Board of Directors, Committees and department heads.
7. Directs, occasionally participates in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
8. Monitors to ensure that procedures for effective receiving and storeroom control are in place and consistently used.
9. Works with the Club's external auditors to assure that procedures are consistent with Club policies. Prepares all schedules and reports for the annual audit.
10. Prepares and documents all sales and use forms, including 1099B and 1099 Miscellaneous.
11. Assists the Club's auditors in the preparation of federal, state and local tax returns and filings.
12. Verifies that all insurance records for Club property are properly maintained and coordinates the selection and renewal of the various policies to ensure continuity of coverage and competitive rates.
13. Maintains and reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
14. Recruits, trains, supervises and directs the accounting staff.
15. Supervises and schedules the work hours for the department staff within the parameters of the annual operating budget.
16. Conducts an annual, comprehensive performance review for all applicable staff according to Club policy.
17. Responsible for overseeing the maintenance and documentation of information technology systems and office equipment. Coordinates with external technology contractors and internal user needs, protocols and parameters. Supports the Club's financial technology infrastructure across departments.
18. Oversees member billing and collection procedures. Audits member's charges to assure that all receipts have been correctly posted. Monitors the collection of past due accounts and ensures accuracy of such accounts.
19. Compiles, approves and maintains credit applications for vendors.
20. Participates in the negotiation and administration of employee benefits including medical, dental, vision, life and long-term disability insurances, 401(k) and workers' compensation. Gathers information and assists the General Manager in making decisions about these employee benefit plans.
21. Maintains and audits petty cash accounts and expenditures.
22. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
23. Manages the issuing of membership certificates, recovers certificates from terminating members and conveys to new members; cancels and redeems certificates and makes appropriate collections and refunds.
24. Maintains necessary procedures for confidentiality relating to Club and employee issues.
25. Oversees and administers the Employee Holiday Fund and Caddie Fund according to Club policy.
26. Meets regularly with the General Manager to discuss departmental issues.
27. Attends and actively participates in regularly scheduled management meetings.
28. Interacts with other Club accounting professionals and maintains involvement with industry and trade associations, such as the Hospitality and Financial and Technological Professionals (HFTP), publications and alliances. Regularly attends HFTP educational sessions and is an active participant within the local association.

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Education, Licenses and Certifications

- Bachelor's degree in accounting, business administration or related area of specialty.
- CHAE designation from the HFTP preferred.
- Extensive knowledge of current methods and practices of accounting, auditing, budget preparation and program analysis.
- Strong knowledge of information technology and accounting software and equipment, JONAS preferred.

Experience and Skills

- A professional career record of high achievement and employment stability.
- Extensive accounting knowledge and a documented history of progressive supervisory experience managing successful and high functioning financial teams.
- Excellent customer service skills and the ability to analyze and communicate financial information in concise, clear terms and interact with members and staff in a professional and pleasant manner.
- An engaging, friendly and energetic personal style and level of congeniality that allows him/her to be well received and accessible to a wide range of employees. Someone who genuinely enjoys being with the members and employees.
- Able to effectively handle multiple projects/tasks simultaneously.
- Proficiency with the Microsoft Office platform and JONAS and experience and ease working with related financial management software.

Compensation and Benefits:

Open and commensurate with qualifications and experience. The RHC offers a competitive and robust compensation, benefits and continuing education package.

Please e-mail resume to: Brian G. Walshe, CCM, CCE, GM/COO at brian@rhclub.org.

We thank all candidates for their interest; however, only candidates chosen for interviews will be contacted.

