



**Do you believe that every person and function in the accounting department can make a difference in a business, supporting the team and delivering great hospitality?**

**Do you naturally build relationships and collaborate with others to ensure their success and understand their needs?**

**Are you someone who is known for building reliable systems that support the team in their work?**

The **Accounting Manager** leads the Accounts Payable and Accounts Receivable functions, managing a team of three direct reports. This role is at the center of all day-to-day accounting processes at the Club, including providing outstanding hospitality to Members on billing questions. The **Accounting Manager** reports to the Chief Business Officer and collaborates closely with the Director of Reporting and Analytics and Director of Purchasing.

*The Congressional Country Club is looking for Team Members who believe the impossible is possible, are driven to make a positive impact on the Club continuously and believe that we accomplish high-level service to the Members and their guests as a team.*

**What will be expected of you:**

- Support and lead the A/R and A/P team. Supporting with the functions in processing daily transactions, including point-of-sale close and manual file uploads
- Deliver excellent customer service to solve Member inquiries.
- Collaborate with all departments to ensure accurate billing and timely expense reporting.
- Provide consistent training and guidance to new and existing Team Members
- Establish and maintain highly accurate accounting processes and procedures in A/P and A/R, monitoring team workload and making consistent improvements.
- Ensure monthly Member statements are generated and delivered accurately and on time.
- Review vendor statements and collaborate with other leaders to ensure timely payment of all invoices.

- Prepare sales & use tax and A&A tax filings.
- Manage reconciliation of G/L accounts and bank statements for period close processes
- Maintain vendor records and prepare/file annual 1099s.
- Monitor delinquent accounts and reach out to bring all receivables current.
- Lead implementation to transition from paper to an automated A/P process.
- Assist the Chief Business Officer, Director of Reporting and Analytics, and other leaders with accounting, financial analysis, and budgeting tasks as they arise.

**How we determine your qualifications:**

- Bachelor's degree, preferably in accounting or finance
- 5-7 years' experience with full-cycle accounting ideal
- Strong customer service acumen
- A self-starter with high attention to detail and problem-solving skills
- Hospitality or club experience is desirable.

**Benefits:**

- This is a Full-Time, On-Site position.
- Complimentary meals
- Complimentary parking
- Health, Dental & Vision Insurance
- FSA
- 401K with match
- Employee Discounts Golf, Tennis, Fitness Apparel/Items

**CCC is an EOE**

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