



## ELKRIDGE CLUB

### **Controller**

**Reports to:** General Manager

**Supervises:** Accounts Payable, Accounts Receivable, Payroll, Human Resources, Membership Services Assistant

**Classification:** Exempt

#### **Job Summary** (Essential Functions)

Directly responsible for ensuring the efficient and accurate production of the accounting and financial matters of the Club. Follow the GAAP (Generally Accepted Accounting Principles) for all accounting functions of the Club. Safeguard and maximize the use of the Club's assets through the continual periodic preparation and monitoring of targeted- produced management reports and the implementation of internal control systems to prevent fraud, unauthorized use. Supervise the staffing, scheduling, performance, training and professional development of departmental staff. Approve all invoices for payment before checks are printed by checking for proper documentation and coding.

Prepare monthly financial statements, forecasts and analyses for senior management and department heads. Assist senior management with the strategic affairs of the Club such as budget management, cost-benefit analysis, payroll and cost control, revenue enhancement, forecasting needs and internal control. Develop policies and procedures to control and coordinate accounting, auditing, budgets, taxes and related activities and records. Maintain all accounting records according to governmental regulations and auditors' recommended guidelines. Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to finance, insurance and pension committees. Supervise the staffing, scheduling, training and professional development of department members. Meet all advance annual audit preparation checklist items with assistance of staff to ensure a smooth annual external audit.

#### **Education and/or Experience**

1. Bachelor's degree in Accounting from four-year college or university; CPA a plus
2. Ten years of professional accounting experience with at least two of those years at the Controller level or equivalent in club operation.
3. Experience supervising a staff/team of accountants and bookkeepers.
4. Experience overseeing information technology operation.

#### **Job Knowledge, Core Competencies and Expectations**

1. Cash flow management.
2. Exceptional organizational and prioritizing skills to plan the best use of work time and able to meet or exceed all weekly, monthly and annual deadlines.
3. Exhibit a high degree of work ethic and dedication.
4. Must have ability to independently manage multi-task complex assignments. Utilize management and leadership skills and motivational techniques to manage and maximize the best use of Accounting staffs work time through increased productivity.
5. Outstanding problem-solving skills.
6. Must have advanced knowledge of Microsoft Excel including the ability to create customized spreadsheets.
7. Possess proficiency in Microsoft Outlook, Word and PowerPoint.
8. Possess efficiency with club Accounting software and POS with Club Essential software experience a plus.
9. Possess financial acumen with GAAP (Generally Accepted Accounting Principles), internal controls, business property & liability insurance, retirement plans, federal income taxes, and best cyber security practices.
10. Possess ability and follow-through to plan and execute measurable and continued job and career development for all Accounting staff.
11. Extensive annual audit preparation experience with ability to meet the auditors' list of advance preparation items.
12. Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.
13. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
14. Knowledge and understanding of retirement plans/401K.
15. Knowledge of pertinent federal and state employment laws and practices.
16. Knowledge of and ability to perform required role during emergency situations.
17. Strong organizational skills
18. Communication- verbal and written
19. Multi-tasking and time management skills to organize workflow and manage multiple deadlines.

### **Tasks/Duties**

1. Prepare monthly financials with commentary and distribute to the Club Treasurer, after review by the General Manager.
2. Supervise the staffing, scheduling, and performance of Accounting Department.
3. Preparation of monthly sales /use/a& tax return.
4. Oversees member billing and collection procedures
5. Prepare the annual operating budget with input and review by the General Manager and Department Heads and for final approval by the Finance Committee and Board.
6. Prepare in conjunction with General Manager and Department Heads the annual capital budget for final approval by Finance Committee and Board.
7. Maintain fixed asset ledgers and prepares depreciation schedules for monthly entries.

8. Prepare Club event profit & loss reports.
9. Prepare accounting workpapers and requested documents for annual external audit and fieldwork.
10. Attend Finance Committee meetings and others as required.
11. Prepare requested accounting reports as necessary by General Manager, Treasurer, Board or Club committees.
12. Rolling year end projections report.
13. A/R analysis.
14. Monitor cash flow and working capital, all deposits, transfers, ACH and credit card deposits and payments and similar types of transactions.
18. Prepare all monthly recurring and adjusting journal entries
19. Prepare monthly financials by the 15th of the month.
20. Review and approve of the documentation of the bi-weekly payroll before processing.
21. Involvement in the review of the annual employee benefits.
22. Involvement in the review of the annual business property and liability insurance.
23. Negotiates and acquires property and casualty insurance to protect the club's assets.
24. 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.
25. Initial approval of all purchase orders with G. L. coding.
26. Verifies that all insurance records for club property are properly maintained.
27. Works with the club's external auditors to assure that procedures are consistent with club policies.
28. Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
29. Selects, trains, supervises, schedules and evaluates accounting staff.
30. Compiles, approves and maintains credit applications for vendors.
31. Reconciles bank statements.
32. Maintains necessary procedures for confidentiality relating to club and employee issues.
33. 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.
34. Manages assigned projects as they relate to the department and club's needs.
35. Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
36. Audits all cash and charge expenditures.

37. Annual tax organizer for filing of IRS tax returns

**Licenses and Special Requirements**

1. BA in an accounting
2. Certified Public Accountant (CPA) license preferred.

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
2. Must be able to sit for prolonged periods of time.
3. Moderate noise level in the work environment.

**Salary & Benefits**

Salary is open and commensurate with qualifications and experience. The Club offers an excellent benefit package including HFTP membership and professional development.

If interested, please contact:

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