



Coldstream Country Club is offering an amazing opportunity for talented candidates with a successful track-record of accounting practices and operational management in private clubs or high-end establishments in the hospitality industry. We are conducting a nation-wide search for a Club Controller in Cincinnati, Ohio. The candidate will be an integral part of a high-performing team at a country club regarded as one of the finest golf clubs in the Midwest.

Job Title
Club Controller

Job Summary

The Controller is responsible for budgetary, financial asset and production controls including payroll, accounting, reporting, budgeting, financial analysis, and special projects. Reports to and works closely with the Chief Operating Officer, department heads and staff developing budgets and as well as financial analysis throughout the year. This position also administers the 401K plan, health insurance plan, and general Human Resources administration. The Controller will prepare and present full financial reports for the Board of Trustees and work with the CPA firm on the yearly audit report. (Partial Remote Options are negotiable.)

Job Responsibilities

- Prepare budgets and financial forecasts in coordination with the needs of the COO and department heads.
- Monitor budgeted versus actual expenses, advise management about the potential causes of the variances, and recommend corrective actions.
- Responsible for Accounts Payables and Accounts Receivables
- Responsible for overseeing the annual property audit of accounts.
- Review and update all property charges to member accounts. This includes daily reports and detail for all club member charges, special event billing/group posting to members' accounts, and review and post cash receipts.
- Formulate, review, and ensure the integrity of accounting and record-keeping procedures.
- Responsible for roll-up of club accounting budgets, forecasts, and actual results compared to budget monthly.



- Maintain the financial records and ensure that all transactions and assets are properly recorded.
- Handle weekly entry of property payables and manage electronic recordkeeping.
- Review the monthly vendor statements and resolve any issues.
- Manage local property check issuance, approval, and processing.
- Maintain the local property payroll using the Paychex.
- Assist the property department heads with managing employee hours and documentation.
- Maintain personnel folders for all club property employees.
- Responsible for the review and analysis of monthly and annual profit and loss statement for the property.
- Prepare the monthly bank reconciliations of cash accounts.
- Analyze the property balance sheet and income statements accounts.
- Manage the property cash revenue and expense for events.
- Work on various analysis and special projects for the COO as required.
- Use the club's ClubEssential POS software to record and run reports daily and monthly.
- Work with the COO and independent auditors to assist in the completion of the year-end audited financial and work papers.
- Set up new-year budget information in operating system and maintain throughout the fiscal year.

Reporting Structure

- Reports Directly to the Chief Operating Officer



Requirements:

- Four year or bachelor's degree required and "MBA preferred" and "CPA, CMA license preferred"
- Previous hospitality accounting experience and private club experience highly preferred.
- Knowledge of Paycor or similar payroll program highly preferred.
- Excellent knowledge of accounting and financial processes (AR, AP, payroll, budgeting, financial closure, reporting, etc.).
- Understanding of data analysis and forecasting.
- Strong knowledge of MS Office (especially Excel).
- Experience with private club software preferred (ClubEssential).
- Well organized and able to prioritize.
- Very good communication and interpersonal skills.
- Professional certification.

Salary and Benefits

- Very Competitive Salary range
- Excellent Health Insurance Including Dental and Vision after 90 days
- 401K program after 90 days
- 3 Weeks Paid Vacation
- Accounting Continued Education Reimbursement
- Cell Phone Reimbursement
- Life Insurance

Instructions on How to Apply:

Please send all inquiries and resumes to Leilani Sivsov, COO
lsivsov@coldstreamcc.com

Date Position Available:

December 10, 2022