Lexington Country Club – Controller

Related Titles: Accountant, Comptroller, Director of Finance, Director of Financial Services
Reports to: General Manager/Chief Operating Officer (GM/COO)
Direct Reports: Accounts Receivable/Payable Clerk

Position Overview

Lexington Country Club seeks an experienced, hands-on **Controller** to oversee our Accounting, Budgeting/Finance, HR, and internal IT functions, supporting all aspects of club operations. This role is central to maintaining our efficient, well-respected, and collaborative club office, where a strong team culture and member service mindset guide everything we do.

The Controller partners closely with the GM/COO, providing accurate, timely financial analysis to support day-to-day operations and strategic decision-making. This includes preparing monthly financial statements and specialized reports that highlight trends and opportunities, while ensuring compliance with all relevant regulations.

The ideal candidate thrives in a **team-oriented environment** and brings a balance of analytical expertise and approachable leadership. Strong communication skills, transparency, and accounting best practices are essential. While a CPA is preferred, it is **not required** — what matters most is depth of relevant experience, integrity, and the ability to contribute to our shared vision of delivering a world-class member experience in the private club sector.

Key Responsibilities

Financial Management & Reporting

- Direct all accounting operations, including accounts payable/receivable, payroll, bank reconciliations, general ledger maintenance, and cash management.
- Prepare and analyze monthly operating statements, balance sheets, cash flow statements, membership reports, KPI dashboards, and capital spending summaries.
- Monitor budget performance versus actual results; identify variances and recommend corrective action.
- Manage capital budgets, cash flow forecasting, and investment of excess funds.
- Maintain depreciation schedules and capital asset records.
- Present clear, accurate reports to the GM/COO, Board, and finance committee.

Compliance, Controls & Auditing

- Establish and maintain strong internal controls and accounting procedures.
- Ensure compliance with all state and federal laws, tax regulations, and licensing requirements.
- Oversee annual audits and coordinate with external auditors to ensure consistent practices.
- Maintain accurate insurance coverage and advise on policy needs.

Human Resources & Administrative Oversight

- Oversee payroll processing, timekeeping, and employee benefits administration in collaboration with the GM/COO, Office Manager and HR resources.
- Support staff with HR-related systems (Paycom and Northstar) and maintain confidentiality in all personnel matters.
- Assist with onboarding process and required documents for new hires.

Information Technology & Operational Support

- Oversee licensing and subscriptions for all club software including Microsoft 365, Northstar and Paycom.

Member Service & Department Collaboration

- Serve as a financial resource to department heads, providing guidance on the fiscal implications of operational decisions.
- Ensure accurate, timely member billing, collections, and account management.
- Support a positive member service culture by ensuring smooth financial transactions and clear communications.

Qualifications

- Bachelor’s degree in Accounting or Finance preferred; Master’s degree or additional certifications a plus.
- Progressive accounting experience
- Strong analytical, budgeting, and cash flow management skills
- Proficiency in Excel
- Excellent communication skills and a collaborative, team-first mindset
- Ability to work on-site and within a commutable distance of the club

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Compensation & Benefits

- Competitive salary commensurate with experience.
- Health benefits, vacation, PTO, and professional development allowance.

Application

- Please submit application, cover letter and references to krice@lexcc.com

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