



Job Title

Controller

Brief Job Description

This position is responsible for overseeing all financial and accounting activities of Lake Forest Country Club, including annual budgeting, monthly forecasting and management reporting functions. The position will also directly assist the General Manager in developing and executing strategies to improve business management processes and financial performance.

Key Responsibilities:

Financial Management:

- Develop and implement financial policies, procedures, and controls.
- Oversee all accounting operations including billing, accounts receivable, accounts payable, payroll, and general ledger.
- Ensure timely and accurate reporting of all financial statements.

Budgeting and Forecasting:

- Prepare and manage the annual budget and financial forecasts.
- Monitor financial performance against the budget and provide variance analysis to the Leadership team.
- Work with department heads to develop financial strategies and plans.

Audit and Compliance:

- Coordinate and oversee internal and external audits.
- Ensure compliance with all financial regulations and standards.
- Maintain and enforce internal control policies and procedures.

Cash Management:

- Manage cash flow and forecasting.
- Ensure optimal utilization of funds and manage investment activities.
- Monitor and manage the club's financial position and liquidity.

Strategic Planning:

- Provide financial insights and recommendations to support strategic decision-making.
- Participate in the development and implementation of long-term financial plans.
- Analyze financial performance and trends to identify opportunities for improvement.

Payroll Processing:

- Oversee the entire payroll process to ensure accurate and timely payment to all employees.
- Ensure compliance with federal, state, and local payroll regulations.
- Maintain and update payroll records, including employee information, salaries, bonuses, deductions, and benefits.
- Coordinate with HR to resolve any payroll-related issues and manage payroll-related inquiries from employees.

Team Leadership:

- Supervise and mentor department leaders and managers on accounting best practices and procedures.
- Foster a collaborative and results-driven work environment.
- Provide ongoing training and development opportunities for team members.

Candidate Qualifications

- Bachelor's degree in accounting, Finance, or related field; CPA or CMA preferred.
- Minimum of 5-7 years of experience in accounting/finance, preferably in the hospitality or club industry.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent analytical, organizational, and communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- High level of integrity and commitment to maintaining confidentiality.
- Knowledge of the JONAS Club Management software is a plus

Educational Requirements

Date Position Available

Immediately

Salary Range

\$95,000 - \$105,000

Please send resumes to:

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