**Losantiville Country Club**

**Job Description:** Controller

**Reports to:** General Manager & The LCC Board of Directors

**Salary is open and commensurate with qualifications and experience**

Summary: The Club Controller role is a key role to maintaining the organization and professional operation of Losantiville Country Club (LCC). This key person will have the opportunity to work with our retiring Club Controller to gain institutional knowledge and learn the culture and traditions at LCC. To be successful in this role, you should have in-depth knowledge of Generally Accepted Accounting Principles (GAAP) and experience with risk management. Ultimately the controller makes sure we comply with accounting regulations, maximize financial efficiency, and mitigate risks.

**Responsibilities:**

* Assist Management with important financial decisions
* Ensuring the efficient and accurate production of accounting and financial matters of the club including the restaurant and golf operations, financial statements, revenue and expense tracking, accounts receivable, accounts payable, member collections, cash management, inventories, and all other assets.
* Provides support to department heads and staff as it relates to accounting and financial controls
* Prepare financial documents such as financial forecasts, and statements in order to report the financial state of The Club
* Monitor The Club’s financial reports and determine ways to reduce costs
* Understand financials of The Club to meet legal requirements and keep the club in good financial condition.
* Disseminate regular reports to Department Managers and the General Manager to assist with smooth operation of all club departments
* Use Jonas Club Management software daily to keep track of payables, receivables, and reconcile member statements
* Use the club’s Payroll software in order to provide employees and
* Oversee timely collection of accounts receivable, monitors collection of past due accounts and advises the GM and Treasurer of all situations
* Document, monitor, and update accounting policies
* Ensure all payments are completed on time (including accounts payable and bank deposits)
* Review monthly and annual budgets for all departments
* Set and track financial KPI’s
* Report financial status of The Club to the Board of Directors at the monthly Board Meeting
* Maintain accurate and up-to-date records
* Perform internal audits and assist with external audits
* Ensure compliance with accounting and tax regulations

**Experiential Requirements:**

* Bachelor’s degree or higher in Accounting or Finance
* 3 years in a leadership role related to accounting or finance
* Experience with automated payroll software and ensuring smooth payroll runs
* Hands-on experience with general ledger accounts payable and accounts receivable functions
* Must have accounting experience in a private club, hotel, resort, or restaurant.
* Experience with cash management and risk assessment

**Skills Required:**

* Word/Excel/Outlook/Power BI
* Highly organized and punctual
* Efficient & accurate
* Strong Customer Service
* Flexible team player

Please send resumes to: jay@losantivillecc.com with your inquiry