

Candidate Profile

Controller

Algonquin Golf Club

www.algonquingolfclub.com

St. Louis, Missouri



Organization

Founded in 1903, Algonquin is the oldest club in its original location west of the Mississippi. Club member Tom Bendelow designed a 9-hole course constructed by Robert Foulis. The course expanded to 18 holes in 1913. Located in the old wooded suburban area of Webster Groves/Glendale area of St. Louis, Algonquin is now a full-service family country club with a rich history and tradition. The club has history of consistent capital improvements focused on improving amenities and member offerings and experiences. The majority of members live within a two-mile radius and the club is part of their everyday life.

The golf course was redesigned by Brian Silva in the mid 1990's and a major course update was done 2010. In 2016, Algonquin transformed its casual dining venue, added a poolside bar and updated the clubhouse living room. In 2019, the club renovated the pool kitchen, pool locker rooms, and the pool deck. In 2021, Algonquin completed a \$5 million upgrade to the racquets facility including new tennis house, clay tennis courts, and pickle ball courts in addition to renovating the locker rooms in the main clubhouse. The main clubhouse features indoor and outdoor casual and formal dining rooms, bar areas, meeting rooms, and banquet space.

The club has a full membership of 510 members in all categories with a waiting list. Gross revenues of \$9.1 million and \$2.6 million in food and beverage revenue. Total staff is 50 full-time, 15 part-time.

Position

The position requires an experienced Controller who will oversee the Accounting, Budgeting / Finance, HR and internal IT functions within the club, and will service/support all club operations. This individual is responsible for the leadership, continued development and operation of an efficient accounting system in a well-tenured and respected club office. The candidate should be comfortable working in a dynamic office where everyone works together as a team.

The Controller will collaborate with the General Manager/COO in providing analysis to support club operations and strategic decisions. The Controller will submit for review to the General Manager/COO financial statements and specialized reports each month which highlight trends in club operations. The Controller must understand the structure of a private club and be able to excel in a collaborative environment where the General Manager/COO and department heads work to reach a common goal. The candidate must have strong communication skills

based on transparency and accounting best practices. The Controller is expected to support the club's member service culture where all staff members, as a team, are focused on providing a world-class club experience.

The Controller should be an active mentor who can align his/her team to meet the direction and vision of the General Manager/COO while executing the financial needs of the club. The Controller reports to the General Manager/COO and supports the CMAA's General Manager/COO concept with all departments reporting to the GM/COO.

Direct Reports:

- Accounting Assistant-AR, AP, Billing, and office receptionist.

The Controller reports to the General Manager/COO.

Responsibilities

- Provides collaborative support, thinking and analytical reporting to the General Manager/COO.
- Formulates, reviews and ensures the integrity of accounting and recordkeeping procedures.
- Ensures compliance with all state and federal laws and related tax returns.
- Assumes responsibility for maintaining compliance on all required licenses.
- Provides required reporting, analysis and recommendations on insurance coverages. Negotiates insurance contracts. File all property, casualty and workers compensation claims.
- Works closely with the General Manager/COO and department heads in the operating and capital budget preparation and presentation.
- Attends and actively participates in monthly Finance Committee, Communication Committee, and other applicable meetings.
- Works closely with an outside audit firm for the annual club audit.
- Oversees monthly member billing, addresses member requests and directs member accounting.
- Prepares, reviews and provides analysis for the club on a timely basis for all financial records and reporting including:
 - Monthly KPI, operating statement, balance sheet, cash flow, membership reports, member equity tracking and capital spending.
 - Accounts payable/receivables, cash management, account reconciliations, petty cash, bank deposits and auto payments.
 - Member statements, aging reports, spending reports, capital asset tracking, depreciation schedule and capital asset reserve reporting.
- Provides support and recordkeeping as required for:
 - Human resource matters and employee benefits.
 - Timekeeping and payroll.
 - Club insurance matters, leasing agreements, vendor contracts.

- Club financing.

Requirements

- Ability to work in a TEAM-ORIENTED club environment.
- Excellent work ethic, leadership and communication skills.
- Preferably, expert knowledge in club hospitality accounting functions, cash flow and project analysis.
- Strong analytical skills, Excel software skills and spreadsheet formatting skills with high degree of error-free reporting.
- Proficient in Jonas is a distinct plus or the ability to learn and adapt quickly.
- A career path marked by stability and professional achievement.
- Bachelor's degree in accounting preferred. Additional higher education CPA and/or CHAE certification a distinct plus.
- Articulate, tactful, and courteous with members and staff. Detail oriented and multi-tasking ability.

Compensation and Benefits

- Competitive compensation/salary commensurate with experience.
- Health benefits, vacation, PTO, education allowance and relocation assistance.
- Continuing education dues and expenses.

A full background check will be conducted on candidates. Professionals who meet or exceed the established criteria are encouraged to contact:

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