



Candidate Profile

Comptroller
Capitol Hill Club
Washington, DC 20003
www.capitolhillclub.org



Organization

The concept of a national social club for Republicans began as the dream of the late New Jersey Congressman, James C. Auchincloss, in 1950. Auchincloss and a group of 100 founding members from 22 states formed the nucleus of what has become the nation's premier political club which is now "one of the most popular gathering spots in Washington for lawmakers, government officials and other members of the political establishment". Beginning with the purchase of historic Capitol Hill property where the Library of Congress Madison Building stands today, the group opened the first clubhouse in 1951. Eleven years later, the Club moved to a more spacious headquarters, and in 1971 built its present home, just one block from the U.S. Capitol.

From its inception, members of the Capitol Hill Club have included the nation's most influential people - Presidents and Vice Presidents, GOP Members of Congress, Governors, state party leaders, and influential Republicans everywhere. The five-story, 38,000-square-foot clubhouse has two active restaurants and 14 different and versatile meeting rooms ranging from 20 to 90 seats. At times the Presidential Room is used for private functions seating up to 250 guests.

The Club's gross dollar volume exceeds \$9m, with annual Food and Beverage volume close to \$5m. There are currently over 4,100 memberships and the Club will institute a waiting list. The average age of the membership is 46 years. The Club operates for 11 months annually and closes for one month for employee vacations and normal maintenance and capital improvements.

Please control click below for a short video.

[Capitol Hill Club Video](#)

Position Overview

The Comptroller is the foundation of the Club's financial health and is the position that is relied upon by all parties including the General Manager, the management team, and the Board of Governors to assist in a successful operation. Maintaining accurate records is the basis of this position's product, however, timely and thoughtful analysis of financial results is key to making the proper impact on both short-term and long-term strategic decision-making.

The successful Comptroller will be an energetic, forward-thinking, and creative individual with high ethical standards. The Comptroller is discreet and behaves with a high degree of professionalism with a thorough understanding of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles.

Other competencies include:

- Strong management skills include planning, setting priorities, decision-making, facilitating, process improvement, providing regular performance feedback, developing employee skills, and encouraging employee growth. Ability to use effective problem-solving skills and make independent decisions when

circumstances warrant, and exhibit sound and accurate judgment.

- Ability to establish and maintain effective working relationships with all staff. Teamwork is the foundation of the Club's success.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and oral communication skills. Must be able to communicate policies, procedures, regulations, reports, etc. to staff, members and guests.
- Must be able to follow instructions, respond to management direction, and solicit feedback to improve performance. Must be detail-oriented, able to prioritize, multi-task, plan work activities, and use time effectively.
- Must have an excellent knowledge of technology. Has the skills and abilities to use Word, Excel, Jonas, Outlook, the internet, and PowerPoint. Knowledge of automated financial and accounting reporting systems.
- Must be able to work normal business hours and be available to work certain nights, and weekends, for special club events or committee meetings.

Attributes and Responsibilities

- Directs Financial operations of the Club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information. Evaluate operating results in terms of costs, budgets, policies of operation, trends, and increased profit possibilities.
- Prepares monthly trial balance and resulting financial statements for the Club along with required supporting schedules and other data necessary for financial reports and records.
- Formulates, receives, and recommends policy proposals for approval relating to accounting, auditing, budget and cost control, preparation and payment of the payroll, tax matters, a compilation of statistics, and office methods and procedures when approved.
- Manages and conducts internal auditing programs to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares capital and operating budgets and financial forecasts in coordination with the various Committees, departments, and General Manager. Analyzes financial information monitors budgeted versus actual expenditures and advises management about variances and their potential causes.
- Supports annual financial audit as the primary point of contact for external auditors.
- Prepares and verifies financial reports made to agencies and trade and professional organizations for which dissemination is consistent with Club policies.
- Directs, participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc. Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
- Verifies that all insurance records for Club property are maintained.
- Informs and advises other department heads regarding the financial aspects of their areas.
- Follows all standards required by all applicable federal, state, and/or other laws and regulations. Prepares and supervises the preparation of applicable federal, state, and local tax returns.
- Administers the Club's 401K plan, and basic human resource duties including employee benefit programs, and files the annual 5500, 990-T, and other related filings.

Requirements

- Bachelor's degree in Finance or a related field and experience that provides the required finance, knowledge, skills, and abilities. The Club desires to hire a CPA, but extremely strong candidates and those working towards their CPA would be considered. A certified Hospitality Accountant Executive (CHAE) would also be highly desired.
- Five-year minimum experience as a controller, comptroller, director of finance, or similar position at a club or within a hospitality environment.
- Solid knowledge of GAAP and regulations.
- A Notary Public would be beneficial.
- A career path marked with stability and professional achievement.
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.

- Proficiency in Club Management software is preferred but not required.
- The professional will be a lifelong learner continuing research and understanding industry trends.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, ADP, internet, and other software programs at a high level of proficiency.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Competitive Compensation & Benefits

- Competitive compensation/salary and an annual performance bonus
- Great Healthcare, Medical, Dental, and Vision benefits
- Pension Benefits included
- Life Insurance, AD&D, Short and Long-term Disability
- Paid time off and work/life balance
- Participation in the Club's 401(k) plan with club match
- Professional dues, educational allowance expenses in accordance with the annual budget
- Relocation assistance (if from outside the area)

To be considered for this outstanding opportunity all cover letters and resumes should be received as quickly as possible but no later than December 1, 2022. All information received will be kept in the strictest confidence.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to Stan Lawson, General Manager outlining their qualifications, experience, interests, and why the Capitol Hill Club and the Washington DC area will be beneficial for you, your family, and your career along with their resume to:

GSI Executive Search

Manny Gugliuzza, CCM, CCE
Principal and Search Consultant
mannyg@gsiexecutivesearch.com
732-618-8665

This position is available immediately.