



Job Title: Controller

Department: G&A

Reports To: Marty Hoeffken

Classification: Exempt

To Apply: Please email a copy of your resume to Diana Oseman, HR Director at doseman@vaqueroclub.com

Position Overview

Managers at The Vaquero Club ensure that the highest level of service is offered to the members of Vaquero by providing the member with personal, gracious and professional service. Directs the financial affairs of the Vaquero Club and other commercial entities (collectively the “Club” or “Company”) and prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of management. The Controller is responsible for the Company's financial plans, its accounting practices, the conduct of its relationships with lending institutions and the financial community, the maintenance of its fiscal records, and the preparation of financial reports. The position involves supervision over general accounting, property accounting, internal auditing, cost accounting, and budgetary controls. The Controller writes policies and procedures for all business related functions, ensures member and fellow employee satisfaction with reporting and accounting systems, quantifies and protects the Club’s assets, and ensures compliance with all legal, community and government requirements.

Essential Functions: the essential functions of the Controller include, but are not limited to, the following:

- Establishes major economic objectives and is responsible for the preparation of all financial reports that outline the Club’s financial position in the area of income, expense and earnings based on past, present and future operations and conditions with the guidance from ownership.
- Maintains the Club books and ensures that all company transactions and assets are properly recorded.
- Sets up and maintains Accounts Receivable and Accounts Payable systems and procedures. Is familiar with the principals and applications of generally accepted accounting principals, the Internal Revenue Service and State of Texas taxation requirements and assures recordation of all transactions in compliance thereof.
- Directs the preparation of the capital budget and planning including: leasing and other forms of financing, reserves and replacements. Determines applicable depreciation and recovery rates to apply to capitalized assets and advises management on such matters.
- Sets up and maintains the Membership Administration Database and sends out monthly billing statements to each member. Follows up with delinquent members and disciplines accordingly, works with the General Manager directly, using the membership documents as reference.
- Audits business practices in all areas of the Club, striving to maintain best practices.
- Responsible for tax planning and compliance with all Federal, State and local corporate, payroll

and other applicable taxes. Ensures TABC Compliance and regulations.

- Directs and coordinates the preparation of the annual departmental operating budget and financial forecasts. Design Club General Ledger and Chart of Accounts and create Chart of Accounts dictionary for departmental use. Institute and maintain other planning and control procedures (including all accounting software systems), including monthly financial statements and variance analyses. Set up and maintain JONAS POS system for all club and related installations. Sets up and maintains inventory systems.
- Evaluates and recommends insurance coverage for protection against all potential liabilities (general business, specific and unordinary risk, employment) and property losses. Ensures appropriate risk management and insurance is in place at all times. Maintains and keeps compliance on all licenses.
- Oversees payroll processing and reporting
- Assists in procuring office supplies. Setups and maintains office communications and IT systems.
- Cash management and treasury functions – including cash flow projection and analysis, banking, debt and handling of cash and short-term assets.
- Represents General Manager and company in Advisory Board meetings. Actively assists and engages in Turnover process prior to Turnover.
- Other duties as assigned by General Manager

Education/Qualifications:

- Bachelor's degree from accredited college or university, preferably in Accounting, Finance or Business
- Certified Public Accountant designation preferred
- 5-10 years previous experience as a Controller or Accounting Manager at a private club or high-end golf facility
- Prior experience in club or hospitality industry a plus
- Strong communication and correspondence skills with the ability to maintain sound working relationships and communications with management, staff, ownership, buyers and vendors
- Good organizational skills and the ability to work well independently
- Attention to quality and detail is required
- Strong computer skills – extensive knowledge of Microsoft Excel. Knowledge of Microsoft word. Knowledge of JONAS a plus.
- Professional appearance and presentation.
- Ability to maintain confidentiality

Physical Demands/Work Environment

- Should be able to lift and carry up to 25 lbs.
- This position requires office and computer time, and thus, there can be long periods at a desk.
- Position requires the ability to reach with hands and arms, and use hands to handle, or feel, stand, climb or balance and stoop, bend, kneel, crouch, or crawl, walk and sit
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision depth perception and ability to adjust focus

- Ability to work extended hours including evenings, nights, weekends, holidays