Candidate Profile

Controller/CONFIDENTIAL
CITY CLUB
New York City Area
www.gsirecruiting.com

Organization

This club is a premier, well-known city club recognized for its proper governance and use of operational best practices. The club is located in Manhattan, easily accessible to all transportation options. Additionally, the club is a historic landmark, has an active membership and is well funded.

Position

The position requires an experienced club or hospitality Controller who will oversee the accounting department. This position is a critical point of contact with the membership and management by providing proactive assistance and information and by helping to maintain a high level of data integrity and confidentiality. The perfect candidate must be attentive, detail oriented, approachable, friendly, professional and a self-starter and with the ability to work independently.

The Controller directs the financial affairs of the club and prepares financial analyses of operations, including final financial statements with supporting schedules, for the guidance of management. The ideal candidate will be responsible for the club'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/capital accounting, internal auditing, cost accounting and budgetary controls. The Controller should be an active mentor who can align his/her team to meet the direction and vision of the General Manager while executing the financial needs of the club. The Controller reports to the General Manager with oversight from the Club Treasurer and outside auditing firm. The club supports the CMAA's General Manager concept with all departments reporting to the GM.

Responsibilities

- With the guidance from the General Manager, 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.
- Prepares and reviews with the General Manager all accounting and financial records for the club on a timely basis.
- Formulates, reviews and ensures the integrity of accounting and record-keeping procedures.
- Takes responsibility for the roll-up of club accounting budgets, forecasts and actual results compared to budget on a quarterly basis.
- Maintains the club's books and ensures that all company transactions and assets are properly recorded.
- Oversees the policies and procedures for effective club accounting and control systems.
- Maintains familiarity with the principles and applications of generally accepted accounting principles, the IRS, and state and local taxation requirements. Also assures recordation of all transactions in compliance thereof.
Oversees and administers the club’s benefit program and human resources function, including payroll.

Works closely with the General Manager in the budget process, providing historical data and forecasting assistance.

Directs the preparation of the capital budget and planning including leasing (if required) 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.

Takes responsibility for maintaining and keeping compliance on all licenses.

Evaluates and recommends insurance coverages for protection against all potential liabilities (e.g., general business, specific and unordinary risk, employment) and property losses. Also handles risk management and insurance functions.

Tracks daily cash flow.

Uses Jonas software to record and run reports monthly.

Works with independent auditors to assist in the completion of the year-end audited financial and work papers.

Sets up new-year budget information in the operating system and maintains it throughout the fiscal year.

Requirements

- Bachelor’s Degree in Accounting, CPA preferred
- Five or more years club or hospitality accounting experience required.
- Excellent leadership, strategic, analytical and communication skills with all club leadership and department heads.
- Ability to work as a team player across departments while supporting a team environment.
- Expert knowledge in club or hospitality financial issues of funding and cash flow, as well as experience with project analysis and 501(C) tax codes.
- Proficient in Jonas or similar club accounting software, as well as Microsoft Excel and Word.
- Must be in a commutable distance to the club, near Westchester, New York/Fairfield County, Connecticut. Relocation assistance will not be provided.

Compensation and Benefits

- Competitive salary and incentive bonus.
- Medical and dental insurance in accordance with club policy.
- Life insurance and long-term disability.
- Participation in the club’s 401(k) plan.

Professionals who meet or exceed the established criteria are encouraged to contact:

This position is available immediately.

GSI Executive Search, Inc.

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