Candidate Profile
Club Controller
LEEWOOD GOLF CLUB
Eastchester, New York
www.leewoodgolfclub.con

Organization

Leewood Golf Club was established in 1922. The golf course was designed by famed architect Devereaux Emmett. Leewood Golf Club has a wonderful tradition of golf, family activity and a world class culinary program. Leewood’s amenities make it one of the premier clubs in the New York metropolitan area. The club is proud of the traditions established and will be celebrating its centennial in 2022.

There are multiple dining facilities to accommodate spectacular events, private parties and post-round drinks. The clubhouse also houses the children’s playroom with monitoring services, lovely men’s and women’s locker rooms and a fitness center. The outdoor terrace overlooks the pool and tennis courts, complete with a snack bar, which provides a wonderful atmosphere for family memories. And every month is an opportunity to participate in the numerous family events, social events, entertainment, golf tournaments and gourmet buffets. The summer months bring even more opportunities for the club’s youngest members to participate on the swim team, the summer sports camp and junior golf teams.

Leewood Golf Club is renowned for the culinary tradition enjoyed by generations of members. The members of the club have a deep sense of pride of the “service culture” which has been developed by Mr. Mauro Piccininni while leading the club. The “service culture” shared by all club departments is based upon mutual respect developed by the members and staff, where the staff is considered family. This culture results in the long tenure of club employees, and it is clear the members consider the staff as their biggest asset. The club’s mission is to continue the wonderful culture and traditions by securing a Controller who can maintain and exceed in providing financial leadership currently enjoyed by the membership.

Total revenue: $6.5m
Total F/B revenue: $2.1m (50% member dining/50% club functions)

Position

The position requires an experienced Controller who will oversee the accounting, budgeting/finance, HR and 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 traditional committee structure of a private club/nonprofit organization and be able to excel in a collaborative environment where the General Manager/COO, committees and board 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 longstanding tradition of an authentic 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 with oversight from the Club Treasurer and outside auditing firm. The club supports the CMAA’s General Manager/COO concept with all departments reporting to the GM/COO.

Direct Reports are Office Administrator, Bookkeeper, Receptionist and Payables Clerk. The Controller reports to the General Manager/COO.

**Responsibilities**

- Prepare and review with the General Manager/COO all accounting financial records and budgets for the club.
- Work closely with the General Manager/COO, department heads, Club President, Club Treasurer and committee chairs in the budget process, providing historical data and forecasting assistance.
- Direct the preparation of the capital budget and planning, including leasing and other forms of financing, reserves and replacements. Determine applicable depreciation and recovery rates to apply to capitalized assets and advise management on such matters.
- Formulate, review and ensure the integrity of accounting and record-keeping procedures.
- Track daily cash flow and other operating reports as requested by the General Manager/COO.
- Manage all IT functions to include software and hardware installation and maintenance.
- Update the capital expenditure report monthly and prepare an account checklist by asset.
- Supervise and manage member billing and accounts payable/receivable.
- Manage the human resources process to include compliance and reporting for all departments.
- Prepare timely BOG/committee and departmental reports as requested by the General Manager/COO. Work collaboratively with the GM/COO to provide analytical reporting to support recommendations made to the board. Must be a collaborative thinking partner with the General Manager/COO.
- Work with independent auditors to assist in the completion of year-end audited financial and work papers.
- Set up new-year budget information in the operating system and maintain it throughout the fiscal year.
- Ensure compliance with all state and federal laws and related tax returns.
- Responsible for maintaining and keeping compliance on all licenses.
- Evaluate and recommend insurance coverages for protection against all potential liabilities (e.g., general business, specific and unordinary risk, employment) and property losses. Oversee risk management and insurance functions.
Requirements

- Ability to work in a TEAM-ORIENTED club environment.
- Excellent leadership and communication skills.
- Bachelor’s Degree in accounting preferred. CPA preferred.
- Prior club or nonprofit accounting experience preferred. Expert knowledge in club or hospitality financial issues of funding, cash flow, project analysis, and experience with 501(C) tax codes.
- Strong analytical skills.
- Proficient in Jonas or ability to adapt to other proprietary software systems.
- Expertise in Microsoft Office with strong Excel skills.
- Recognition as a skilled teacher and mentor with a verifiable record of staff/team development and promotion from within.
- A career path marked by stability and professional achievement.
- Candidates 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 compensation/salary commensurate with experience.
- Standard club executive benefits to include 401(k), medical
- Participation in the club’s 401(k) plan.
- HFTP dues and education expenses with the emphasis on continuing education.

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

Jay Salem  
Chief Operating Officer  
GSI Executive Search  
972.341.8143  
jsalem@gsiexecutivesearch.com

This position is available immediately.