

Candidate Profile

Comptroller

Petroleum Club of Midland
Midland, TX
Pcmidland.com



Organization

Established in 1947, the Petroleum Club of Midland fundamentally exists to provide dining facilities for its members and their guests in an atmosphere that is conducive to the exchange of business ideas. The Club is located in the center of downtown Midland at 501 West Wall Avenue, at the corner of Marienfeld. Inside, Italian marble and oak paneling surround a beautiful two-story atrium which houses a waterfall on the first floor surrounded by luscious green plants. The Ballroom, Formal Dining Room, and Lounge overlook this wonderful view from the second floor. The Club has four different dining rooms, depending on the member's needs. The daily themed Buffet is quick-service. The Derrick Room follows suit in on a smaller scale and features make-your-own sandwiches. It is informal and houses the complimentary coffee and pastries that are served each morning. The Wolfcamp Grill is the newest dining room and acts as an a la carte lounge with a state-of-the-art sound system, fully stocked bar, and 10 televisions. Lastly, the Continental Dining Room features formal a la carte dining in a quiet setting with piano music and guitars providing nightly background music. The Club also houses three private event rooms located on the first floor. Each of these rooms may be booked for parties or special functions of various sizes and themes as can the ballroom for those truly large and spectacular occasions.

Position Summary

The Petroleum Club of Midland, Texas, is seeking a Financial Comptroller to oversee the finances, accounting, and administrative functions of the Club. The successful Financial Comptroller assists in all strategic matters relating to budget management, cost benefit analysis, forecasting and internal control. The Financial Comptroller prepares monthly financial statements and summaries, reports to the General Manager and Board of Directors, and collects and maintains supporting schedules and data necessary for recording and reporting bank accounts and asset accounts. The Financial Comptroller maintains all accounting records and evaluates operating results for costs, revenues, budgets, trends, and increased profit potentials and reports them to the General Manager. This position interacts with the Club's external accounting (CPA) firm and works with the General Manager in administering and negotiating the Club's group insurance, unemployment, and retirement plan in addition to working with payroll personnel to assure all forms for new staff are completed per requirements. This position serves as Assistant Secretary-Treasurer to the Board of Directors to assist the Secretary-Treasurer and have the powers and perform the duties and services from time to time prescribed or delegated to him or her by the Secretary-Treasurer, the President or the Board of Directors.

Responsibilities

The main responsibilities of the Financial Comptroller will be to develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters; prepare financial statements, forecasts and analyses for all administrative and managerial functions; maintain all accounting records; develop, analyze and interpret statistical and accounting information; evalu-

ate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities; and supervise the staffing, scheduling, training and professional development of department members.

- Directs financial operations of the Club.
- Formulates, receives and recommends policy proposals for approval relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the Club, including the income statement, balance sheet and statement of changes in financial condition
- Prepares the required supporting schedules and other data necessary for financial reports and records.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares 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; recommends corrective actions to help assure that budget goals are met.
- Works with the Club's external auditors to assure that procedures are consistent with Club policies.
- Prepares and verifies 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 inventories for beverages, food, supplies, equipment, furnishings and other Club assets.
- Verifies that all insurance records for Club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other Club committees.
- Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
- Selects, trains, supervises, schedules and evaluates accounting staff.
- Negotiates and maintains contracts for maintenance of computers and office equipment.
- Attends monthly board, finance committee and other meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Negotiates and administers employee benefits including health and life insurance, pension plans and workers' compensation and gathers information and assists the general manager in making decisions about employee benefit plans.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Manages assigned projects as they relate to the department and Club's needs.
- Audits member and guest charges and checks cash sheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts and assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Maintains investment program and invests all excess funds on a timely basis to provide better cash flow.
- Monitors collection of past due accounts, advises general manager and board when difficult situations may arise.
- Plans professional development and training activities for staff.

- Manages the issuing of membership certificates, recovers certificates from terminating members and conveys to new members as well as cancels and redeems certificates and makes appropriate collections and refunds.
- Interacts with the Club's external accounting (CPA) firm as necessary.
- Monitors accounts receivable and takes action according to established Club policies and procedures.
- Prepares a full report of the year's financial operations for presentation at the Annual Meeting.
- Works with the general manager and department heads to plan and manage capitol budgets and cash flow statements.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.
- Negotiates and acquires property and casualty insurance to protect the Club's assets.

Qualifications

- Five to seven years of progressive accounting experience.
- Comptroller level or equivalent in private club or hospitality industry preferred.
- High ability to communicate effectively with members and team members
- Technology aptitude and experience.
- High degree of emotional intelligence and supervisory skills.
- Proven leadership, time management and team building skills.
- Knowledge in 501c7 operations preferred.
- Demonstrated risk management and insurance experience.
- Completion of a B.A. or B.S. degree in accounting, or equivalent.
- Certified Hospitality Accountant Executive (CHAE) preferred.

Compensation and Benefits

- The Club offers an attractive and competitive compensation and benefits package to include:
 - Competitive salary
 - Short term and long term disability and life insurance
 - Vacation and holiday pay as per employee manual
 - Health, vision and dental insurance per employee handbook
 - Participation in club 401(k)
 - Reimbursement for cost to obtain and maintain HFTP CHAE certification
 - Relocation allowance

Please send resumes to:
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