

Candidate Profile

Property Controller
New York Yacht Club - Harbour Court
Newport, Rhode Island
www.nyyc.org



View the Candidate video by clicking [here](#).

Organization

Founded in 1844, the New York Yacht Club is dedicated to attracting and bringing together an enthusiastic and experienced group of yachting and naval members to share and foster their interest in yachting and yacht racing. The Club maintains two clubhouses in Midtown Manhattan and Newport, RI. Member amenities include events, dining, guest rooms, private catering, moorings, and dock services. New York Yacht Club [NYYC] is one of the oldest private clubs in the country. The Club and related entities have 30 million in annual revenue, 300 employees, two busy clubhouses and a full calendar of world class, highly competitive sailboat racing.

We are seeking an Assistant Comptroller, a key role in the Treasurer's Office. The job is based at our location in Newport, R.I.

Position Overview

The Assistant Comptroller is a full-time exempt leadership position reporting to NYYC's Comptroller and working closely with the General Manager and staff at Harbour Court. The position has a broad focus responsible for budgetary, financial asset and production controls including payroll, accounting, reporting, financial analysis and special projects for this Club property.

Responsibilities

- Prepare budgets, financial statements and financial forecasts in coordination with the needs of the Comptroller, General Manager and Department heads. Monitor budgeted versus actual expenses, advise management about the potential causes of the variances and recommend corrective actions.
- Responsible for overseeing the annual Property audit of accounts.
- Review and update all Property charges to member accounts. This includes daily reports and detail for all Club member charges, special event billing/group posting to members' accounts, and review and post cash receipts.
- Formulates, reviews, and ensures integrity of accounting and record-keeping procedures.
- Responsible for roll-up of Club accounting budgets, forecasts, and actual results compared to budget on a monthly basis.
- Maintains the financial records and ensures that all transactions and assets are properly recorded.
- Responsible for Club member billing and special event billing.
- Handle weekly entry of Property payables and manage electronic record-keeping.

- Review the monthly vendor statements and resolve any issues.
- Manage local Property check issuance, approval, and processing.
- Maintain the local Property payroll using ADP Workforce Now program.
- Assist the Property department heads with managing employee hours and documentation.
- Maintain personnel folders for all Club Property employees.
- Responsible for the review and analysis of monthly and annual profit and loss statement for the Property.
- Prepare the monthly bank reconciliations of cash accounts.
- Analyzes the Property balance sheet and income statements accounts.
- Manage the Property cash revenue and expense for events.
- Work on various analysis and special projects for the Comptroller and General Manager as required.
- Ability to act professionally, understanding the rules of confidentiality, maintaining effective and positive working relationships with superiors, coworkers, and members.
- Uses the club POS software to record and run reports daily and monthly.
- Works with the Comptroller and independent auditors to assist in the completion of the year-end audited financial and work papers.
- Sets up new-year budget information in operating system and maintain throughout the fiscal year.
- Support financial reporting, budgeting, and other accounting needs of the NYYC Regatta Association and the NYYC Foundation.
- Responsible for local regulation, licenses, corporate and tax requirements for Rhode Island.
- Management of the HC Office Manager position.
- Available to meet regularly with Treasurer's Office in New York as well as one on one meetings with the Comptroller.

Requirements

- Minimum of 10 years of financial management and accounting experience with three years in supervisory or department head roles.
- Bachelor's Degree (BA) in Accounting or Finance from a four-year college or university preferred.
- Previous hospitality accounting experience and private club experience highly preferred.
- Knowledge of ADP Workforce Now or similar payroll program highly preferred.
- Ability to travel to NYC as required and the ability to work with a diverse team across two locations.
- Excellent knowledge of accounting and financial processes (AR, AP, payroll, budgeting, financial closure, reporting etc.)
- Understanding of data analysis and forecasting.
- Strong knowledge of Microsoft Office (especially Excel).
- Experience with Northstar or other private club software preferred.
- Well organized and ability to prioritize among several complex tasks with deadlines.
- Very good communication and interpersonal skills.
- Professional certification (e.g. CPA/CHAE is a plus).

Competitive Compensation & Benefits

- Very competitive salary and bonus program.
- 100% paid family and individual Medical and dental insurance in accordance with Club policy.

- Life insurance and long-term disability.
- Participation in both the Club's 401K plan and Defined Benefit Plan.
- Continuing professional education.
- Relocation Assistance.

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

GSI Executive Search
Scott McNett
scott@gsiexecutivesearch.com
314-854-1321

This position is available immediately.