



Candidate Profile

Controller/Business Manager

University Club of Memphis | www.ucmem.com
Memphis, Tennessee

Organization

The University Club of Memphis was founded in 1907 as many other University Clubs were forming around the country. The club moved to its current location in 1924 and built an athletic building with squash, handball and tennis courts. A new clubhouse was added in 1935 and the club added an outdoor pool in the 1950s. The athletic building was renovated in the 1960s and then again in 2014.

Today the University Club features nine outdoor lighted Har-Tru tennis courts, two outdoor lighted hard courts, four indoor hard courts, two outdoor swimming pools, a modern fitness center, racquetball courts, and croquet and bocce courts.

The clubhouse features several dining areas including a member's grill, an informal dining room, a large banquet/ballroom, a lounge/bar, men's grill, five private meeting rooms, two outdoor dining areas, a snack bar and a nursery.

Current numbers at the University Club:

- 675 members
- Gross revenues of \$6.4 million with \$1.5 million in food and beverage revenues
- 95 total employees
- Fiscal year ending 9/30

Position

The position requires an experienced Controller who will oversee the accounting, budgeting / finance, HR and internal 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: Accounting Assistant-AR, AP, bookkeeping

The Controller reports to the General Manager/COO.

Responsibilities

- Prepare and review with General Manager/COO all accounting financial records and budgets for the club.
- Work closely with General Manager/COO, department heads, Club President, Club Treasurer and committee chairs in the budget process, providing historical data, KPI analysis and forecasting assistance.
- Direct the preparation of the capital budget and planning including leasing and other forms of financing, reserves and replacements. Must also 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 recordkeeping 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 committees to provide ad hoc reporting as needed.
- 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.
- Assume responsibility for maintaining and keeping compliance on all licenses.
- Evaluate and recommend insurance coverages for protection against all potential liabilities (general business, specific and unordinary risk, employment) and property losses. Also assume responsibility for 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 required. CPA and/or MBA a distinct plus.
- 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 Club Essential or the 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.

Compensation and Benefits

- Competitive compensation/salary commensurate with experience
- Standard club executive benefits to include 401(k) and medical
- HFTP dues and education expenses with the emphasis on continuing education
- Relocation assistance

This position is available immediately.

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

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