

Director of Club Accounting

Brookside Country Club is a private, member-owned country club and one of the oldest established clubs in the area. The Donald Ross designed golf course has been in Golfweek Magazine's Top 100 "America's Best Courses" multiple years. In addition, to the golf course there is a competition swimming pool, indoor and outdoor tennis courts, fitness facility and several dining venues.

Brief Job Description

The Director of Club Accounting is a member of the Senior Management Team and reports directly to the General Manager/CEO. This position has the complete responsibility of the accounting, finance and human resources for the Club including accounts payable, accounts receivable, member billing, general ledger, cash flow analysis, internal controls, audit, budgeting, forecasting, fixed asset records, payroll and human resource management. Supervision of two part time employees.

Key Responsibilities and Core Tasks

- Management of the day-to-day operations of the accounting department
- Ensures the Club meets necessary financial, regulatory and compliance requirements
- Prepares budgets and financial forecasts in coordination with the GM/CEO and various department managers
- Ability to communicate effectively with members, employees and management
- Prepares monthly journal entries
- Prepares monthly bank reconciliations and balance sheet reconciliations
- Timely and accurate preparation and circulation of monthly and year-end financial statements
- Provide data to management as needed to assist in managing and improving the financial performance of the Club
- Maintaining and development of accounting policies and procedures
- Ensures that the Club's tax filings are completed on a timely basis
- Gather information and assist the GM/CEO in making decisions about employee benefit programs

- Analyzes all work-related injury claims to ensure integrity, follow up on the case management, and prepares required OSHA reporting
- Verify that all insurance records for the Club property are properly maintained. Works with the GM/CEO to ensure property insurance package provides optimal protections and competitive pricing
- Drive process efficiencies/consistencies while continuing to assess skill sets of direct reports and reallocate responsibilities as necessary
- Responsible for year-end audit planning and timely preparation of the auditor's schedules

Candidate Qualifications

- Ability to work independently as well as cohesively with a team
- Demonstrated strong oral, written, and interpersonal communication skills
- Demonstrated strong organizational skills, attention to detail and ability to multi-task
- Knowledge of IRS 501(c)7 regulations, restrictions and requirements a plus
- Clubessential knowledge a plus
- A minimum of five years professional accounting experience with at least two of those years at the Controller level or equivalent in club or hospitality operations.

Educational Requirements

- Bachelor's degree from a college or university in accounting

Date Position Available

July 1, 2022

Other Benefits

Salary is competitive and commensurate with qualifications and experience. The club offers an attractive benefits package to include; health, dental, vision, life insurance and 401(k) plus bonus potential.

Please send resumes to: William Shea, CCM, CCE GM/CEO wshea@brooksidecc.com