

## **Mount Kisco Country Club Controller**

Mount Kisco Country Club is a member family-oriented club that offers the membership 18 hole holes of golf with practice facilities, five har-tru tennis courts (two of which are bubbled in the winter), three paddle courts, a pool and a variety of dining options for the membership's enjoyment.

MKCC seeks a dynamic individual that is an energetic, dedicated leader with a high degree of initiative that is results oriented who enjoys working with others in a team atmosphere.

### **Overview**

MKCC seeks an experienced controller or seasoned assistant controller to oversee all financial aspects of the Club which include budgeting, financial forecasting, analysis, cash management, internal controls, tax filings and audit preparation. As the Club embarks on a facilities master plan and associated long term capital spending the Controller will be a strategic partner to the General Manager as the Club plans it's future.

### **Job Tasks/Duties**

- Preparation and maintenance of accurate financial records, reports and statements.
- Financial forecasting and analysis of financial results on a week-to-week basis and monthly.
- Prepare monthly financial statements.
- Maintains fixed asset schedules and prepares depreciation.
- Maintains lease as well as contract schedules and Assists the General Manager with all lease / contract negotiations.
- Filing of all required tax payments.
- Reconcile bank accounts monthly.
- Reconcile all balance sheet accounts daily.
- Responsible for the collection of accounts receivable.
- Assists the General Manager and the departments with preparation of the annual operating and capital budgets.
- Weekly meetings with department heads to review financial trends including payroll.
- Oversee the Club's computers systems and software including cyber security.
- Oversee the administration of human resource functions, employee benefit plans and programs.
- Assists the General Manager in the procurement of the various Club insurance policies.
- Oversees the payroll processing including tax liabilities and compliance.
- Ensure compliance with all legal and Club policies.
- Continuous evaluation and enhancement of internal control procedures.
- Preparation for the annual outside audit.
- Audits all Club inventories.
- Direct reports include the assistant controller and accounting staff.

**Education and/or Experience**

- Bachelor's degree in accounting or similar financial degree with experience as a Club Controller.
- Excellent computer skills, including proficiency with accounting, financial reporting, Jonas, Payroll systems and Microsoft Office programs.
- Knowledge of risk management, human resources and information technology.

Competitive compensation package based on experience with a salary range from \$125,000 to \$150,000. Benefits per Club policy include health, dental, life insurance 401K program, PTO and other voluntary benefits offered by the Club. Paid HFTP dues and educational allowance.

Compelling cover letter and resume should be sent to the attention of:  
Todd Zorn, CCM General Manager

[todd.zorn@mountkiscocc.org](mailto:todd.zorn@mountkiscocc.org)