



THE STANWICH CLUB

The Stanwich Club is a member-owned club that boasts an 18-hole championship golf course, new 9 hole short course, a clubhouse with dining facilities, pool, seasonal camp, tennis, paddle tennis, and indoor tennis.

Overview

The Controller is an on-site senior management position that reports directly to the General Manager and the Club Treasurer. The Controller supervises the accounting team. The Team is responsible for administering and supervising all the accounting, financial, human resources and related operations of the Club. In addition, the Controller oversees the Club's risk management, computer system hardware and software operations.

Duties

- Preparation and maintenance of accurate financial records, reports and statements
- Filing all necessary taxes (sales & use, dues, tobacco, other)
- Reconcile all bank accounts on a monthly basis
- Development of annual operating budget including ongoing monitoring of variances
- Continuous evaluation and enhancement of internal control procedures
- Preparation of annual audit and coordination with external auditors
- Coordinate installation, support, maintenance and operation of computer systems and software
- Oversee administration of human resources functions, employee benefit plans and programs
- Retain, protect, retrieve, transfer and dispose of records
- Evaluation and filing of all club contracts and leases
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks and review daily bank balances
- Monthly meeting with managers and pros to provide analytical support for department financials
- Coordinate with Committee Chairs of Women's Golf and Tennis
- Prepare monthly financials for GM and Treasurer for Board presentation
- Audit club inventories in all departments
- Reconcile all balance sheet accounts on a monthly basis
- Gathers information and assists the General Manager in making decisions about all insurance plans including employee benefits
- Responsible for maintaining and keeping compliance on all licenses
- Maintain departmental tournament and outing accounting records
- Maintains fixed asset ledgers and prepares depreciation

Qualifications and Experience

- Bachelor's degree in Accounting with experience as a Club Controller
- Excellent computer skills, including proficiency with accounting, financial reporting and payroll software and Microsoft Office programs
- Experience with Jonas Accounting Software and Paycom payroll software is desirable.
- Working knowledge of tax laws & reporting, including income, real & personal property, sales & use, and payroll
- Knowledge and experience with information technology, human resources and risk management
- Strong communication skills, both written and oral, and a proven ability to work effectively with others
- High degree of initiative and proven leadership qualities

Start Date

Interviews will be conducted in June and the start date is expected to be late summer.

Compensation

Compensation for this position will be commensurate with the individual's qualifications and experience. Our employee benefits include medical and dental insurance plans, group life, 401(k) Safe Harbor, vacation, and sick days. Club related continuing education/HFTP membership.

Please submit PDF response cover letter and resume to Guy D'Ambrosio: gdambrosio@stanwich.com