

Accounting Manager

Related Titles: Accountant; Director of Finance

Reports to: Club Manager

Supervises: Accounts Receivable Clerk; Office Manager

Salary: Pay starting at \$52,000 and up based on experience

Education and/or Experience

- Bachelor's degree from four-year college or university; Master's degree desired with concentration in business or administration with accounting major or minor and coursework in financial analysis
- Five to seven years of professional accounting experience with at least two of those years at the Controller level or equivalent in club operation.

Job Knowledge, Core Competencies and Expectations

- Consistently monitors cash flows.
- Must be able to calculate figures and amounts for all bookkeeping, payroll and budgets
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Knowledge of pertinent federal and state employment laws and practices.
- Knowledge of and ability to perform required role during emergency situation.

Job Summary (Essential Functions)

Direct the financial operations of the club. Supervise the accounting functions and directly assist the Club Manager on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters. Prepare financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting records; develop, analyze and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to finance and insurance. Supervise the staffing, scheduling, training and professional development of department members.

Job Tasks/Duties

- Formulates, receives and recommends policy proposals relating to accounting the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement and balance sheet.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments and club manager; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Verifies that all insurance records for club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts & bank reconciliations
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Attends finance committee and other meetings as required.
- Oversees member billing and collection procedures.
- Requests and maintains credit applications for vendors.
- Requests and maintains credit reports for new members to ensure they meet the clubs standards

- Manages assigned projects as they relate to the department and club's needs.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Monitors collection of past due accounts, advises club manager and board when difficult situations may arise.
- Maintain the relationship with the Club's collection attorney, elevate accounts to them as needed, stay on top of the status of accounts.
- Manages the issuing of membership certificates, recovers certificates from terminating members and conveys to new members; cancels and redeems certificates and makes appropriate collections and refunds.
- Interacts with the club's external accounting firm and its auditors as necessary.
- Monitors accounts receivable and takes action according to established club policies and procedures.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.
- Works with the club manager and department heads to plan and manage capital budgets and cash flow statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.

Licenses and Special Requirements

- Certified Public Accountant (CPA) license desired.

Physical Demands and Work Environment

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

Please contact Jonathan Meyer, Club Manager to submit applications or if you have any questions.

**Locust Hill Country Club
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