



Candidate Profile

Controller

Metropolis Country Club
White Plains, New York
www.metropolisc.org



Organization

Metropolis Country Club is one the leading country clubs in the Westchester region and is known for the quality of its membership, facilities, and its food and beverage operation. The club is open six days a week and 10 months of the year. Metropolis Country Club is an exclusive traditional country club serving 360 members founded in 1922. The club amenities include a renowned 18-hole golf course designed by Herbert Strong, eight Har-tru tennis courts, two paddle tennis courts, swimming pool, wading pool, and well-appointed and recently renovated clubhouse with a variety of attractive member dining and banquet venues. Annual gross revenues of the club are \$5.5 million with food & beverage revenues of \$1.2 million.

The clubhouse offers a warm, inviting, and attractive venue for both club and private functions. Member dining areas include the living room, for cocktails before dinner in the club room or main dining room. A focal point of our dining and social scene is the main Terrace, overlooking the eighteenth green, includes the 19th hole, our outdoor bar area which overlooks the practice range.

Metropolis offers families many activities which include a swimming pool, kiddie pool, children's changing rooms and play area and snack bar dining. The club offers programs for juniors with a pool, golf and tennis focus. Metropolis is proud to provide the membership full amenities consistent with the best club experiences in the metropolitan area and the country. □

Mission Statement

“Metropolis Country Club, founded in 1922 is a private membership club offering the finest golf, exceptional tennis, platform tennis, and swimming facilities, outstanding dining, and a wide range of social activities geared to adult members and their children. We take pride in providing a country club experience for our members in a welcoming environment that encourages the formation of enduring friendships and with a sustained commitment to excellence.”

Position

The position requires an experienced Controller who will oversee the Accounting, Budgeting /Finance, HR and 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 have an understanding of the traditional committee structure of a private club/non-profit 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:
Office Administrator/Bookkeeper/Receptionist/Payables clerk

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 and forecasting assistance.
- Directs the preparation of the capital budget and planning including; leasing and other forms of financing, reserves, and replacements. Determines 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 record-keeping 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, accounts payable/receivable.
- Manage the Human Resource process to include compliance and reporting for all departments.
- Prepare timely BOG/Committee and departmental reports as requested by 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 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.
- Responsible for maintaining and keeping compliance on all licenses.
- Evaluates and recommends insurance coverages for protection against all potential liabilities (general business, specific and unordinary risk, employment) and property losses. 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 preferred.
- Prior club 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 Jonas.
- Expertise in Microsoft Office with strong Excel skills.
- Candidates must be in a commutable distance to the Club, near Westchester, New York/Fairfield County, Connecticut. Relocation assistance will not be provided.

Compensation and Benefits

- Competitive compensation/salary commensurate with experience.

- Medical, dental and life insurance, in accordance with club policy.
- Vision and Aflac insurance available.
- Participation in the Club's 401K plan.

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

This position is available immediately.

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