

Candidate Profile

Controller
Philadelphia Country Club
Gladwyne, Pennsylvania
www.philadelphiacc.net



Organization

Philadelphia Country Club is a prestigious family-oriented, private country club that was founded in 1890 and is one of the oldest member-owned country clubs in the United States. It was one of the first seven members of the USGA. Located in the suburban community of Gladwyne, Pennsylvania, it is less than a half-hour drive from Philadelphia. Recognized as a Platinum Club of America, the Club's 975 member families and their guests truly enjoy exceptional facilities and legendary service from the excellent staff in place.

The Club's facilities boast a 100,000 square foot beautifully appointed clubhouse featuring multiple casual and formal dining rooms, several banquet outlets including a 6,000 square foot ballroom with outdoor cocktail/pre-function rooms, outdoor dining, and recently renovated private dining areas.

Other amenities include one 18-hole championship course (Spring Mill Course) as well as a nine-hole course golfcourse designed by architect Tom Fazio which was constructed to celebrate the 100th anniversary of the club named "The Centennial." The course is consistently ranked among the top 10 in the state of Pennsylvania by Golf Digest. The Club's amenities include Har-Tru tennis courts, paddle courts, squash courts, a pickleball court, fitness center, a renovated state-of-the-art resort-style pool, a summer house, a rustic style lodge for trap and skeet shooting and four lanes of bowling.

The Club employs 75 full-time year-round employees with an additional 50 year-round part-time employees. The Club will hire up to 100 seasonal workers to service the active membership during the seasonal months from April through October. Gross Dollar Volume for the Club is \$16.5m.

Position Overview

The Controller is the foundation of the Club's financial health and is the position that is relied upon by all parties including the General Manager, the management team, and the Board of Governors to assist in a successful operation. Maintaining accurate records is the basis of this position's product, however, timely and thoughtful analysis of financial results is key to making the proper impact on both short-term and long-term strategic decision making.

The successful Controller will be an energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image. The Controller is discreet and behaves with a high degree of professionalism with a thorough understanding of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles is essential.

Other competencies include:

- Strong management skills including planning, setting priorities, decision making, facilitating, process improvement, providing regular performance feedback, develop employee skills, and encourages employee growth. Ability to use effective problem-solving skills and make independent decisions when circumstances warrant, and exhibit sound and accurate judgment.
- Ability to establish and maintain effective working relationships with all staff.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and oral communication skills. Must be able to communicate policies, procedures, regulations, reports, etc to staff, members and guests.
- Must be able to follow instructions, respond to management direction, and solicit feedback to improve performance. Must be detail-oriented, able to prioritize, multi-task, and plan work activities, and use time effectively.

- Must have an excellent knowledge of computers. Has the skills and abilities to use Word, Excel, Jonas, Outlook, internet, and PowerPoint. Knowledge of automated financial and accounting reporting systems.
- Must be able to work normal business hours and be available to work certain nights, weekends, and/or holidays as needed for certain special Club events or committee meetings.

Duties and Responsibilities

- Directs Financial operations of the Club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information. Evaluates operating results in terms of costs, budgets, policies of operation, trends, and increased profit possibilities.
- Prepares monthly trial balance and resulting financial statements for the Club along with required supporting schedules and other data necessary for financial reports and records.
- Formulates, receives, and recommends policy proposals for approval relating to accounting, auditing, the budget and cost control, preparation and payment of the payroll for the executive management team's monthly payroll, supervising the preparation and payment of other staff payroll. Tax matters, a compilation of statistics, and office methods and procedures when approved.
- Manages and conducts internal auditing programs to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares budgets and financial forecasts in coordination with the various committees, departments, and General Manager. Analyzes financial information, monitors budgeted versus actual expenditures, and advises management about variances and their potential causes.
- Works with the Club's external auditors to assure that procedures are consistent with club policies.
- Manages the Club's hardware and software maintenance and development with a third-party IT support specialist and within budgeted guidelines.
- Develops the overall staffing plan for all areas of responsibility and facilitates the recruiting, interviewing, and hiring to recruit qualified and experienced staff. Manages new employee orientation for the accounting department. Supervises the staffing, scheduling, training, and professional development of department managers.
- Prepares and verifies financial reports made to agencies and trade and professional organizations for which dissemination is consistent with Club policies.
- Directs, participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc. Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
- Verifies that all insurance records for Club property are maintained. Manages claims with third party broker.
- Informs and advises other department heads regarding the financial aspects of their areas.
- Follows all standards required by all applicable federal, state, and/or other laws and regulations. Prepares and supervises preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Governors, Executive Committee, and other Club Committees.
- Administers the Club's 401K plan, files annual 5500, and supports third party auditor for annual 5500 audit.

Requirements

- Bachelors Degree in Finance or a related field and experience that provides the required finance, knowledge, skills, and abilities. A CPA would be viewed as a plus, but not required.
- Five-year minimum experience as a controller or similar position at a club or within a hospitality environment.
- Solid knowledge of GAAP and regulations
- A career path marked with stability and professional achievement.
- A person of exceptional character - motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.
- Proficiency in Jonas Club Management software preferred.
- The professional will be a lifelong learner continuing research and understanding industry trends.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, ADP, internet, and other software programs at a high level of proficiency.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Competitive Compensation & Benefits

- Competitive compensation/salary, and an annual performance bonus.
- Medical, dental, life insurance, and paid vacation.
- Participation in the Club's 401(k) plan with club match.
- Professional dues and expenses in accordance with the annual budget.
- Relocation assistance (if from outside the area).

To be considered for this outstanding opportunity all cover letters and resumes should be received by September 22, 2021, preferably earlier.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, and interests along with your resume to:

GSI Executive Search
Manny Gugliuzza, CCM, CCE
manny@gsiexecutivesearch.com
(732) 618-8665

This position is available immediately.

