

**The Pacific Club
Newport Beach, CA**

CONTROLLER POSITION AVAILABLE:

The Pacific Club is a private member-owned city club located in the prestigious city of Newport Beach, CA. The Club offers Members and their guests exquisite dining, executive styled facilities for business meetings and banquets, a modern and comprehensive fitness center and superlative service. The Club has over 600 Members and an annual operating budget in excess of \$9,000,000.

CONTROLLER QUALIFICATIONS:

The Controller will report to the General Manager and will have customary authority and responsibility of the position. The ideal candidate will have at least five years of experience in accounting, and experience in club accounting is preferred. Strong computer skills, as well as verbal and written communication skills, are a must. The Club has enjoyed an outstanding history and is looking for a new Controller that will not only continue the successful stewardship of an accounting department but also be proactive for the General Manager and Finance Committee in advising them of future trends. The Controller will be responsible to head the financial accounting department and be responsible for all financial reporting, budgeting and IT interface.

SOFTWARE USED BY CONTROLLER:

Priority Clubs Systems (PCS) Accounting and Point of Sale Software
Reserve Interactive Events/Banquet Reservation Software
Microsoft Office (Word/Excel/Publisher/PowerPoint/Outlook)
Paycom Payroll Software
Merchant Services Credit Card Processing Pacific Premier Bank
ACH Interface Software

The Club will offer a competitive compensation package with excellent benefits.

Contact Nancy Clayfield – hr1@pacificclub.org or 949.955.1123 x212