



The University Club of San Francisco

Controller

The controller supervises the accounting functions and directly assists the general manager and/or treasurer on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. Develops policies to control and coordinate accounting, auditing, budgets, taxes and related activities. Records, develops, establishes and administers procedures and systems pertaining to financial matters. Evaluates operating results for costs revenues, budgets, policies of operation, trends and increased profit possibilities. Serves as liaison to the finance committee. Hires, trains and supervises accounting personnel and is responsible for their professional development.

Essential Functions:

- Formulate, receive and recommend policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payroll, tax matters, compilation of statistics and office methods and procedures.
- Maintain trial balance and general ledger. Prepare related journal entries to general ledger. Prepare monthly/quarterly account reconciliations to the general ledger, including bank account reconciliations, prepaids, deposits and accruals.
- Direct or prepare the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Prepare operating budgets and financial forecasts in coordination with the various committees, departments, General Manager and Treasurer; analyze financial information, monitor budgeted versus actual expenditures and advise management about variances and their potential causes; recommend corrective actions to help assure that budget goals are met.
- Work with the General Manager, Treasurer and department heads to plan and manage capital budgets and cash flow statements. Prepare monthly capital expenditures report.
- Maintain fixed asset ledgers and prepare depreciation schedules.
- Prepare year-end reconciliations and documentation required for club external auditors. Works with the club's external auditors to assure that club procedures are consistent with generally accepted accounting principles and industry standards.
- Prepare accounting reports as necessary and appropriate for dissemination to the Board of Directors, Finance and other committees.

- Prepare a full report of the year's financial operations for presentation at the annual meeting.
- Attend monthly board, finance committee and other meetings as required.
- Ensure that all taxes are filed correctly.
- Oversee member billing and collection procedures.
- Negotiate and administer employee benefits including health and life insurance, pension plans and workers' compensation; gather information and assist the General Manager in making decisions about employee benefit plans.
- Maintain all accounting records and is responsible for development, analysis and interpretation of statistical and accounting information.
- Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities.
- Coordinate and control HR transitions including employee files, payroll, and insurance.
- Supervise the staffing, scheduling, training and professional development of the department's team members.
- Complies with the club's policies and procedures as established in the employee handbook.
- Manage all accounting operations including: Billing, A/R, A/P, GL, Cost Account, Inventory Accounting and Revenue Recognition.
- Supports the general manager and the board of directors in developing and delivering the organization's financial and business strategy.
- Coordinate the preparation and submittal of regulatory reporting.
- Research technical accounting issues for compliance.
- Support month-end and year-end close process.
- Coordinate the Annual Audit.
- Manage and comply with local, state, and federal government reporting requirements and tax filings.
- Negotiate and acquire property and casualty insurance to protect the club's assets.
- Direct and verify inventories for beverages, food, supplies, equipment, furnishings, etc.
- Compile, extend and value inventories to determine cost of sales.
- Compile, approve and maintain credit applications for vendors.
- Monitor procedures for purchasing and expense disbursement.
- Oversee accounts payable, accounts receivable, payroll, and human resources functions.
- Direct supervision of all accounting employees including hiring, training, scheduling, and annual evaluations.
- Plan capital expenditures.
- Work with banks to obtain any financing needed for club capital and operating needs.

Additional Job Duties:

- Instruct department heads and managers in finance and accounting procedures.
- Interact with members and member committees as needed.
- Perform other duties as assigned.

Job Requirements Required:

- Background in hospitality accounting.
- Proficient in Microsoft Office.

- Strong organizational skills.
- A minimum of 2 years of prior experience in a club environment or hospitality related industry in accounting or finance.
- Previous supervisory experience.

Preferred:

- A minimum of 5 years accounting experience in a private club.
- Proficient in club specific software.
- Bachelor's degree in accounting or finance.
- Certified Hospitality Accounting Executive (CHAE).