



## The Francisca Club

The Francisca Club is a private women's social club that continues its long history of gracious hospitality, a broad spectrum of engaging programs and fine dining for its members and their guests. The Francisca Club respects and maintains its traditions of fellowship and congeniality for the purpose of social engagement and creating lifetime lasting friendships. The Club is a 501 c 7 Non Profit Mutual Benefit Corporation.

The clubhouse, conveniently located in the Union Square area of downtown San Francisco, is easy accessible by BART and MUNI and within walking distance of major shopping, restaurants, theatres, galleries, museums, and the cable car lines.

### **Position Summary:**

The Controller manages the day to day financial operation of the club including the preparation of the Annual Operating and Capital Budget. The Controller is responsible for all accounting functions including accounts payable, accounts receivable, payroll processing, and all related software applications. He/she will ensure that the Francisca Club has the systems, best practices, internal controls and procedures in place to support effective program implementation and conduct flawless audits. The Controller will partner with the Finance Committee and department heads to ensure finance and accounting procedures are adhered to and to explore how the finance and reporting functions can support department operations to enhance operational efficiency and effectiveness.

### **Responsibilities:**

1. Maintains journals, check registers, bank reconciliation, accounts receivable, accounts payable, inventories, general journal, payroll and personnel files, excise tax reports, depreciation accounts and financial statements
2. Produces computer reports including accounts receivable, accounts payable, general ledger and monthly financial statements

3. Prepares and makes bank deposits
4. Reconciles all bank statements
5. Manages the petty cash fund
6. Audits and pays all club bills and invoices after approval for payment
7. Maintains employees' time and attendance, absentee and leave records
8. Administers the billing and collection of membership dues
9. Prepares inventory worksheet and crosschecks prices paid with bid quotations and invoice prices
10. Prepares quarterly and annual tax reports and excise tax reports
11. Provides membership and financial management information for the Treasurer, General Manager and Board of Directors
12. Assists General Manager on all matters related to computer applications, annual and special audits, insurance and employment records
13. Answers members' questions regarding billing
14. Maintains accurate records of vendor invoices
15. Ensures legalities of reports, policies and procedures of all payroll functions

**Reports to:**

General Manager

**Supervises:**

No supervisory duties are included in this position

**Qualifications & Requirements:**

- Minimum 3-5 years of Club accounting management experience, preferably in the private nonprofit club business.
- Proficient in QuickBooks, Microsoft Office suite (i.e. Word, Excel, PowerPoint), email and internet savvy and payroll management.
- Excellent verbal and written business communication skills.
- Diplomatic team player able to foster effective working relationships with Members, fellow staff members and guests.
- College degree in Accounting preferred.
- CNPC (Certified Non Profit Certificate) preferred.

**How to Apply:**

Please e-mail an up-to-date resume and cover letter to: [rdevos@franciscaclub.com](mailto:rdevos@franciscaclub.com)

No phone calls please.

The Francisca Club is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, and other legally protected characteristics.