



Metropolis Country Club seeks a Controller for the Fall of 2018. The current Controller of 12 years will be retiring at the end of the year.

Qualified applicants may submit their information to James J. Corcoran, General Manager at [jcorcoran@metropoliscc.org](mailto:jcorcoran@metropoliscc.org) or Deborah Bavosa, Controller at [dbavosa@metropoliscc.org](mailto:dbavosa@metropoliscc.org)

The Club uses Jonas Software for accounting and POS.

A formal job description is listed below

**Reports to:** General Manager

**Supervises:** Bookkeeper; Accounts Receivable Clerk; Accounts Payable Clerk; Administrative Assistant, Front Desk Reception staff.

**RESPONSIBILITIES:**

- Direct the financial operations of the Club.
- Prepare monthly income statement, balance sheet, cash flow and financial analyses for the club.
- Prepare documents and requisite records for annual audit.
- Review 990 and 990 T when prepared by the auditors and ensure timely submittal.
- Prepare and file annual Form 1099 and 1096 miscellaneous income forms.
- Maintain timely files and pay monthly and quarterly NYS Sales Tax and Use Taxes.
- Submit and maintain necessary liquor and other licenses.
- Design and implement controls to monitor expenses for all departments of the Club.
- Supervise and coordinate Accounts Payable, Accounts Receivable, and Inventory Control for food, beverage and other club assets.
- Process weekly payroll.
- Develop annual budgets, forecasts and metrics to gauge Club's operating performance.

- Reconcile monthly ledgers, including payables, receivables and bank accounts.
- Produce and review weekly operating food and beverage reports including revenue, purchases, labor and other expenses.
- Produce and maintain P&L's for all banquet functions.
- Negotiate property/casualty insurance, energy and other significant contracts to minimize the club's expenses
- Broad knowledge and experience in employment law, compensation, organizational planning and development, employee relations, safety and training.
- Working knowledge of club policies and guidelines as outlined in the club's Employee Handbook and club by-laws and rules.
- Manage all accounting technology including the general ledger and POS system
- Assure timely production of monthly membership billing and collection procedures and oversee banquet billing and collection procedures.
- Maintain compliance with laws and regulations governing private, not-for-profit clubs.
- Attend monthly Board meetings and other sub-committee meetings as required.
- Prepare full report of the year's financial operations for presentation at the Club's Annual Meeting.
- Identify areas needing improvement to the financial operation and provide recommendations.
- Maintain fundamental Human Resource administrative policies including implementing benefits, 401K, disability and unemployment insurance.
- Maintain copies of all contracts with third party suppliers and contractors.
- Ability to work with a high level of confidentiality.

## QUALIFICATIONS

Minimum 5 years of progressive accounting experience as a Controller or Assistant Controller level or equivalent in a club or similar operation.

Professional and positive demeanor and work collaboratively with all areas of the club to enhance member experience. Must be a team player.

Hospitality/Club experience preferred.

Comprehensive knowledge of Excel and Word. Familiarity with Jonas Software would be considered a plus. Expected to participate and properly represent the Club in various industry organizations /associations.

**Physical Demands and Work Environment**

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

Compensation will be commensurate with the individual's qualifications and experience. Our employee benefit package includes medical, dental, group life, and 401K retirement plan. Participation in professional organizations (HFTP) is encouraged and the club will pay for annual membership and for the cost to attend periodic meetings / annual conference.