



Founded in 1894 and the oldest continuously operated club west of the Mississippi, the Tacoma Country & Golf Club is among the premier private country clubs in the northwest. Perched on the banks of American Lake, the club offers a world-class 18-hole golf course stretching 6,945 yards which has hosted numerous national and regional championships.

In addition to our worldwide reputation for championship-caliber golf, we offer a distinctly Northwest family lifestyle, a culinary culture headlined by Chef Jamie Belisle, Jr. Olympic- size swimming pool, lakeside boat dock with swimming area and tennis courts, homespun hospitality delivered by our tenured, dedicated staff, and our absolute commitment to environmental stewardship.

The position of Controller is one of the most high-profile and important positions at Tacoma Country and Golf Club and touches all parts of our hospitality organization. The role not only accounts for all ingoing and outgoing funds and finance and accounting practices, but also is responsible for managing essential IT functions.

In addition to exemplary accounting, finance, and financial analysis skills, success in this role starts with an outgoing personality and warm sense of humor, flexibility, excellent written and verbal communications skills, a commitment to continuous improvement, an attitude of “it’s all about the members,” and well-developed senses of anticipating needs and fanatical attention to detail. These attributes are stated in our “Service Standards” and “Leadership Standards” pledges in the Contingent Offer of Employment, the pledges to which your service on Team at Tacoma Country and Golf Club is predicated. Please consider these standards carefully as you will be held to their tenets and your success will be measured in terms of these standards.

JOB STRUCTURE

Job Title

The title of this position is Controller

Org Chart and Interactions

The Controller position is within the Administration department of Tacoma Country and Golf Club Country Club. The position reports directly to the General Manager who will be responsible for scheduling, supervising, developing, and managing the position’s performance. In addition to the General Manager, the Controller regularly interacts with the Club President, Finance Committee, Finance Committee Chair, Club Treasurer, Executive Committee and club’s accounting firm. The position has up to two direct reports. The Controller is part of the Leadership Team that includes the General Manager, PGA Head Golf Professional, Superintendent, Member Relations, Facilities, Executive Chef, Human Resources and Clubhouse Manager.

FLSA Classification

Under the Fair Labor Standards Act, this position is classified as Full Time/Regular/Exempt.

Salary and Benefits

The salary and benefits for this position include:

- **Annual Salary** \$125,000-140,000; based on experience and certifications (reviewed annually on anniversary date)
- **Health Insurance** Health insurance premium paid for self and family (medical, dental, vision) + supplemental life and long-term disability insurance for you (subject to change under market conditions)
- **Certification Bonus** \$5,000 bonus paid upon successful attainment of the CHAE designation
- **Holiday Bonus** Participation in the club's employee holiday bonus fund
- **401k** Offer of participation in the Club's 401(k) plan as eligible
- **Education Allowance** \$1,000/year toward continuing education pertinent to topics related to accounting, finance and upon approval from the General Manager
- **Professional Conference Travel** Registration, airfare, room, and board for HFTP Annual Conference
- **Professional Dues** Paid for Hospitality Financial and Technology Professionals (HFTP), and Club Management Association of America (CMAA)
- **Vacation** 80 hrs/yr in years 1 and follows club policy per handbook years following
- **Cell phone Allowance** \$50/month
- **Meals** Complimentary meals while on duty
- **Clothing Allowance** Up to \$200/yr for professional and Tacoma Country and Golf Club logoed clothing

Approximate Work Schedule

This position typically works five days per week and 8 to 10 hours per day. The typical work week is Monday through Friday. The days and length of shift are approximations as our work responds to the needs of member events and business flows. From time to time, this position requires evening, weekend and holiday work as needed to accomplish essential duties and responsibilities.

Pre-Employment Screening

A background check and credit check are required of the successful candidate as part of the Contingent Offer of Employment.

At Will Employment

It is important to know that Tacoma Country and Golf Club Country Club is an "at-will" employer. What this means is that you or the Club are free to end the employment relationship at any time, with or without notice, with or without cause, and that your employment is for no specified period of time.

PERSONAL TRAITS

The successful Controller will be known not just for their high level of accounting skills, integrity and professionalism, but also as enthusiastic, gregarious, poised, adept at etiquette, gracious, empathetic,

discreet, flexible, patient, highly communicative, organized, genuine, honest, forward thinking, proactive, detail-oriented, hardworking, dedicated to teamwork, excellent at follow-through, will have a consistently level and pleasant demeanor, and will be hard-wired for service and the warm hospitality embrace. Our members, guests and fellow staff will be compelled to smile warmly as the Controller enters a room!

WORKING CONDITIONS and PHYSICAL REQUIREMENTS

A private country club is a unique environment that contains several micro-environments and working conditions. It is important to know that the following conditions may be encountered:

- Sitting at computer workstation for potentially long periods of time
- Standing for long periods of time on a variety of surfaces in a variety of environments
- Lifting 25 pounds overhead
- Lifting and carrying bulky, large and heavy objects such as tables, chairs, chafers, linens, A/V equipment, plates, flatware and all equipment related to other Club functions
- Driving a golf cart or utility vehicle
- Various and extreme outdoor conditions
- Various textured surfaces
- Variable light conditions
- High decibel levels (co-workers will be provided with personal protective equipment)
- Sharp objects, high heat, and slippery floors in kitchens
- Refrigerated spaces
- Climbing ladders
- Wet environment
- Exposure to flying golf balls and potential golf ball impacts

We have an excellent safety record, and we are diligent about mitigating conditions that may affect your health and welfare.

THE SUCCESSFUL CANDIDATE

To be successful in the position of Controller, please consider the following experience and background components or their equivalents:

- Certified Hospitality Accounting Executive or Certified Public Accountant certifications preferred, but not required
- Undergraduate degree in accounting or accumulated accounting experience as a Controller
- Applied knowledge of all aspects of generally accepted accounting principles (GAAP)
- Experience working with and supervising/managing/leading bookkeeping staff including payroll, AP, and AR
- Accomplished and analytical leader who understands the high-level view of club operations, as well as a solid understanding of day-to-day operations
- Exemplary and unassailable personal and professional integrity
- Diplomatic, professional, and effective written and verbal communication skills
- Strong organizational skills with the ability to build relationships with various stakeholders

- Comfort and familiarity with Club technology and software; experience in Jonas or equivalent club management software desired
- Familiarity with the nonprofit and 501c7 accounting and business environment preferred
- Experience with private club high-end culture and practices
- Experience with light information technology management and interaction with IT partners
- Ability to maintain confidentiality and privacy in all dealings
- Ability to work well under pressure and think on your feet
- Ability to meet deadlines
- Ability to succeed in a dynamic and fast-paced environment
- Ability to problem solve on the spot and take ownership for problem resolution
- Ability to effectively use the Office 365 and Adobe Suite products

JOB SUMMARY & ESSENTIAL FUNCTIONS

At Tacoma Country and Golf Club Country Club, ALL employees share the same core duties, tasks, and responsibilities that are embodied in our Service Standards and the Controller position also embraces the club's Leadership Standards. This position constantly evolves, and these duties, tasks and responsibilities may be adjusted from time to time according to business needs and your growing capabilities. The Club will notify you of any changes to these duties, tasks and responsibilities and seek your input before making changes.

In addition to the customary roles of accounting, finance, and Technology it is important to realize that this position is integral to the club's brand as a world-class club, and as such, some nontraditional roles, responsibilities, tasks and duties are required.

In summary, the Controller/IT Director:

- Establishes, directs, and administers the accounting, finance, and information technology functions of the club
- Supervises the accounting functions and directly assists the General Manager 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 and records
- Develops, establishes, and administers procedures and systems pertaining to financial matters
- Prepares financial statements, forecasts, and analyses for all administrative and managerial functions
- Maintains all accounting records
- Develops, analyzes, and interprets statistical and accounting information
- Evaluates operating results for costs, revenues, budgets, policies of operation, trends, and increased profit possibilities
- Serves as liaison to relevant committees.

TYPICAL TASKS & RESPONSIBILITIES

- Directs and prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet, and statement of cash flows, along with required supporting schedules and other data necessary for financial reports and records
- Develop policies and written controls to coordinate accounting, financing, auditing, budgets, taxes, and related activities and records
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks
- Prepares financial statements, forecasts, and analyses for all administrative and managerial functions
- Anticipates unfavorable financial results or variances; conducts research and is prepared to offer preliminary explanations and appropriate counter measures
- Compares relevant data, such as YTD results versus budget or current year versus previous year, to identify issues or trends as soon as possible
- Develops, analyzes and interprets statistical and accounting information
- Prepares operating 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; recommends corrective actions to help assure that budget goals are met.
- Completes member billing and collection procedures
- Oversees accounts payable, accounts receivable, daily cash handling procedures, reconciles and audits safe and petty cash
- Completes membership account adjustments
- Completes monthly bank balance reconciliation
- Audits all cash and charge expenditures
- Compiles, approves, and maintains credit applications for vendors
- Verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, and other club assets
- Monitors to assure that procedures for effective receiving and storeroom controls are in place and consistently used
- Prepares or supervises preparation of applicable federal, state, and local tax returns
- Maintains fixed asset ledgers, asset reserve study, and prepares depreciation schedules for monthly entries
- Manages and conducts internal auditing programs to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Works with the club's external auditors to generate audited and/or reviewed financial statements
- Manages human resources program including payroll, benefits administration, and performance management systems
- Negotiates and administers employee benefits including health and life insurance, pension plans and workers' compensation; gathers information and assists the general manager in making decisions about employee benefit plans.
- Negotiates and acquires property and casualty, director and officer, and employment practices liability insurance to protect the club's assets

- Maintains investment program; invests all excess funds on a timely basis to provide better cash flow; ability to analyze investment returns.
- Completes payroll data entry, payroll taxes, pay and file reports along with quarterly payroll reports and annual reports
- Develops, analyzes, and interprets statistical and accounting information
- Evaluates operating results in terms of costs, revenues, budgets, policies of operation, trends, and increased profit possibilities
- Supervises the staffing, scheduling, training, and professional development of department members
- Maintains the club's databases
- Plans and implements strategies to meet club financial goals
- Manages all AP to adhere to club policy
- Actively monitors all Club contracts, leases, and agreements to be prepared to make recommendations to the General Manager for potential cost saving measures upon renewal dates
- Serves on applicable club committees to assure members' interests are consistently addressed and clear lines of communication and information are maintained; generates meeting minutes of Finance committee; prepares monthly report for meetings working with committee chairs
- Attends weekly Leadership Team meetings
- Effectively responds to member comments in accordance with club standards, policies, and rules
- Uses ideas, feedback, and suggestions to continuously improve the services provided to members
- Develops and adheres to the operations and capital budgets; after approval, monitors and takes corrective action as necessary to help assure that budget goals are attained
- Surveys other clubs for financial and Department of Revenue information by April 1 of each year
- Ensure Annual Licenses are up to date and follow all state and federal mandates.
- Manages aged receivables account administration including collection follow-up per club policy
- Manages the club's retirement and benefit plans and assists general manager in negotiating all insurance contracts
- Manages information technology, network security, computer systems and networks, all software solutions and applications, and interfaces with contracted IT partners
- Stays updated on government laws, policies, and programs relevant to club operations
- Serves as Manager on Duty (MOD) as needed
- Completes other appropriate assignments as required by the general manager and manages assigned projects as they relate to the department and club's need

To Apply For this Position

Navigate to the Careers page on our website Golftcgc.com and submit your resume and cover letter via the Paylocity Link at the top of the page.