

Candidate Profile

Controller
The Metropolitan Club
San Francisco, CA
www.metropolitanclubsf.org



Organization

The Metropolitan Club is an elegant, private women's club located in the heart of San Francisco's Nob Hill that provides members of all ages with a unique milieu for social activities, fitness, education, and lifelong relationships. Established in 1915, this full-service club is listed on the National Register of Historic Places. Club services and amenities include an indoor swimming pool, fitness center, the Main Bar, Garden Room, Main Dining Room, indoor tennis court, the M Spa Salon, overnight guest rooms, cabanas, the Lampen Lounge, Library, a Business Center, and numerous card rooms. The Club also has reciprocity with nearly 100 private and exclusive Clubs in the United States and around the world.

Position Overview

The Controller is the chief financial administrator of the Club. Reporting to the General Manager, and in partnership with the Club's President & Treasurer, they assist in setting the strategic financial direction of the Club. The Controller develops, documents and administers all Club financial operations including; accounts receivable and payable, payroll, insurance, auditing, tax filings and ensures maintenance of the club's financial records. The Controller spearheads the development of the Club's budgets (both operating and capital) and evaluates Club operations in terms of costs, economic trends, controls, and profitability. They manage the accounting staff who are responsible for the daily accounting operations. The Assistant Controller reports directly to the Controller. The Controller also administers some human resources functions including, but not limited to, the retirement plan and other employee benefit plans.

Job Knowledge, Core Competencies, and Expectations

- Mastery of general ledger accounting practices
- Ability to conduct monthly and annual closure of accounting books, payroll, budgets, statistical analysis, and account reconciliations
- Ability to produce monthly and annual financial statements and work with CPA on tax filings
- Demonstrated ability to create and track budgets
- Partner with the General Manager regarding spending and budget decisions
- Knowledge of pertinent federal and state employment laws and practices
- Ability to read, analyze, and interpret insurance policies, leases, technical procedures, or governmental regulations
- Ability to analyze investment returns and assist in investment decision making
- Knowledge and understanding of retirement plans
- Knowledge of and ability to perform required roles during an emergency situation

Responsibilities

- Oversees daily accounting operations, verifies and authorizes payroll and cash disbursements and transfers
- Develops and implements procedures for recording sales and collecting and processing financial data
- Monitors bank accounts and cash flows
- Advises and guides department heads on matters of record keeping and accounting and directs and verifies inventories
- Selects, trains, and supervises accounting staff
- Maintains data, generates reports as required by government regulations, and prepares or oversees the preparation of the tax returns
- Manages and conducts internal audits, develops internal control procedures, and assists outside auditors when appropriate
- Stores and retains documents as required by law and best practice
- Compiles annual operating and capital budgets
- Establishes bidding and ordering procedures and supervises departmental purchasing
- Prepares monthly financial statements and dashboard reports
- Oversees member billing and prepares delinquency reports, oversees collection procedures
- Advises and consults with management, Board of Directors and committees on financial and benefits matters
- Compiles, approves, and maintains credit applications for vendors
- Attends management and staff meetings and participates in the overall management of the Club's operations and objectives
- Maintains the highest level of confidentiality and protection of proprietary data, membership information, and personnel information
- Always demonstrates the highest level of professional ethics and fiduciary responsibility
- Acts as the General Manager in his/her absence
- Performs any other projects, duties, and tasks as directed by the General Manager.

Requirements

- Bachelor's Degree in accounting, business administration, or equivalent.
- Five to seven years of professional accounting experience with at least two of those years at the Controller level
- Mastery of current methods and practices of accounting, auditing, payroll, budget preparation, and procedures analysis
- Experience supervising a team of accountants and bookkeepers
- Ability to analyze and communicate financial information in clear, concise terms
- Familiarity with office equipment and accounting software
- Hospitality or private club experience preferred

Competitive Compensation & Benefits

The Metropolitan Club offers an attractive and competitive compensation and benefits package including:

- 401(k)
- Health, Dental, Vision, and Life Insurance
- Short- and long-term disability
- Generous PTO plan
- Yearly bonus plan
- Professional association dues and education reimbursement

Professionals who meet or exceed the established criteria are encouraged to contact GSI Executive Search:

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