



Bookkeeper / Finance Manager

Bellingham Golf & Country Club
Bellingham, WA

Club

Bellingham Golf & Country Club is a private member-owned 18-hole golf club located in Bellingham, Washington. The club has been the social focal point for the City of Bellingham and Whatcom County since its founding in 1912 and is the finest golfing facility north of the Seattle Everett Metropolitan area. BGCC is the home course for the Western Washington University golf teams, has hosted qualifier tournaments for the US Open, US Senior Open and US Women's Open, in addition to hosting the Hudson Cup and Lamey Cup.

Club features

- 574 Golf category members
- 245 Social category members
- Operating budget of \$5.25 Million

Job Description

Bellingham Golf & Country Club is seeking a hands-on, detail-oriented financial professional to oversee the finances, accounting, and administrative functions of the club. While collaborating with the General Manager, and Senior Leadership Team, the Bookkeeper / Finance Manager will prepare and implement the annual budgets; develop policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records; develop, establish, and administer procedures and systems pertaining to financial matters; and prepare financial statements, forecasts, and analyses for all administrative and managerial functions. The Bookkeeper / Finance Manager prepares monthly financial statements and summaries and reports for the General Manager, Finance Committee, and the Board of Directors. Additionally, he / she maintains all accounting records and evaluates operating results for costs, revenues, budgets, trends, creates forward thinking metrics to drive management decisions using KPI's, benchmarking, and analytic dashboards for increased profitability and efficiencies. In addition, this professional onboards all personnel for payroll, and benefits, works closely with e-Benefits to streamline HR functions, and payroll personnel assuring completion of all required forms by new hires.

Job Summary

- Directs financial operations of the club.
- Formulates, receives, and recommends policy proposals for approval relating to accounting and auditing, the budget, revenue and cost control procedures, preparation

and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.

- Compares relevant data, such as YTD results versus budget or current year versus the previous year, to identify issues or trends as soon as possible.
- Produces computer reports including payroll / processes payroll, accounts receivable, accounts payable, general ledger, and monthly financial statements.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee, and other club committees.
- Oversees member billing and collection procedures. Monitor's collection of past due accounts and advises General Manager and Finance Committee of any accounts in collection.
- Directs or prepares 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.
- Manages and conducts internal auditing programs to help ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- 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.
- Directs, and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, and other club assets.
- Verifies that all insurance records for club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts.
- Prepares or supervises preparation of applicable federal, state, and local tax returns.
- Selects, trains, supervises, schedules, and evaluates accounting / administrative staff.
- Negotiates and maintains contracts for maintenance of computers and office equipment.
- Attends monthly Finance Committee and other meetings as required.
- Compiles, approves, and maintains credit applications for vendors.
- 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.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Manages assigned projects as they relate to the department and club's needs.
- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Prepares a full report of the year's financial operations with the Club Treasurer for presentation at the annual meeting.
- Works with the General Manager and department heads to plan and manage capital budgets and cash flow statements.

- Manages, reviews, suggests, and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements (this is currently handled through an outside accounting firm and may continue as such).
- Maintains necessary procedures for confidentiality relating to club and employee issues.
- Partners with the General Manager, the negotiation and acquisition of property and casualty insurance to protect the club's assets.

Candidate Specifications, Preferred Education and Experience

- Minimum 5 years in a similar capacity of professional finance/accounting experience with 3+ years at Bookkeeper / Finance Manager level, preferably in hospitality and/or the private, non-profit club environment.
- Bachelor's Degree from a four-year college or university with a concentration in accounting or a similar/applicable field.
- Experience with 501c7 preferred.
- Experience in generation and analysis of financial reports required.
- Proficiency in information technology for finance and accounting in the hospitality industry.
- Experience with club management software, including POS applications, excellent / advanced knowledge of Microsoft Excel. (The Club uses Jonas.)
- Demonstrated strong oral, written, and interpersonal communication skills.
- Team-oriented and able to meet deadlines.
- Charismatic, influential leader with the ability to mentor, coach, and lead others.
- Strong in financial/cost control acumen and human resource insights.

Compensation and Benefits

The position will offer a competitive compensation package including complimentary shift meals, employee golf, medical, dental and vision health benefits, PTO, paid holidays, 401-K with matching and paid vacation per our BGCC employee handbook.

Please forward your letter of introduction along with your resume via email to:

Jim Repeta, CCM, CCE
 General Manager
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