



Financial Controller

South Hills Country Club | Pittsburgh, Pennsylvania

South Hills Country Club is seeking an experienced and forward-thinking **Financial Controller** to join our leadership team and oversee the financial operations of a premier private country club in the Pittsburgh area.

With approximately **715 members, \$9.5 million in annual revenue, \$4.1 million in dues revenue, and \$3.1 million in Food & Beverage revenue**, South Hills Country Club operates a diverse and dynamic business with significant seasonal activity and a strong focus on delivering exceptional member experience.

This is a highly visible leadership position with responsibility for the Club's accounting and financial operations, financial reporting, budgeting, internal controls, and financial analysis. The Controller will report directly to the **General Manager/COO** and will work closely with the Board of Governors, Finance Committee, Department Heads, and Club leadership.

A Significant Opportunity in 2027

One of the most important responsibilities of this position will be to help lead the Club through its upcoming **NorthStar software implementation in early 2027**.

South Hills Country Club is transitioning its software systems to NorthStar, and the Controller will play a **major role in the planning, implementation, data conversion, testing, process development, and staff training associated with the transition**.

The successful candidate will have an opportunity to help shape how the Club manages its financial information and accounting processes for years to come. This includes evaluating current processes, establishing appropriate workflows and controls within the new system, validating financial data, coordinating with NorthStar implementation representatives, and ensuring a smooth transition for the Club's accounting and administrative teams.

Key Responsibilities

Financial Leadership & Accounting

- Lead and oversee all accounting and financial operations of the Club.
- Prepare and deliver accurate and timely monthly financial statements and management reports.
- Oversee the general ledger, reconciliations, cash management, accounts payable, accounts receivable, and monthly close process.
- Maintain strong internal controls and ensure appropriate accounting policies and procedures are followed.
- Review financial transactions and ensure the accuracy and integrity of the Club's financial records.
- Coordinate the annual audit/review and work with outside accounting professionals.

- Ensure compliance with applicable tax, regulatory, and reporting requirements.

Team Leadership

The Controller will directly supervise:

- **Accounts Payable personnel**
- **Accounts Receivable personnel**

The Controller will establish clear expectations, develop the accounting team, maintain appropriate segregation of duties, and ensure the department provides timely and professional service to Club leadership and members.

Financial Reporting & Business Analysis

- Provide the General Manager/COO and Board of Governors with meaningful financial reporting and analysis.
- Monitor departmental performance and provide explanations of variances to budget and prior year.
- Partner with Department Heads to improve financial performance, efficiency, and accountability.
- Develop financial forecasts and assist with long-term financial planning.
- Analyze operating results, cash flow, capital expenditures, and other key financial metrics.
- Provide financial insight to support strategic decision-making throughout the Club.

Budgeting & Fiscal-Year Management

The Controller will play a significant role in the Club's annual budgeting process, working closely with the General Manager/COO and Department Heads to develop, monitor, and manage the Club's operating budget.

South Hills Country Club's fiscal year runs from November 1 through October 31.

The Controller will be responsible for helping manage the financial close and reporting process at the end of each fiscal year and supporting the development of the subsequent year's operating budget.

NorthStar Software Implementation

The Controller will serve as a key financial leader during the Club's transition to **NorthStar in early 2027**.

Responsibilities will include:

- Serving as the primary financial lead for the implementation.
- Working directly with NorthStar implementation representatives and Club leadership.
- Evaluating current accounting processes and helping determine how they should be structured within NorthStar.
- Assisting with financial and member data conversion and validation.
- Reconciling converted data to ensure accuracy.
- Developing and testing accounting workflows and reporting.
- Establishing appropriate internal controls within the new system.
- Coordinating testing and resolving implementation issues.
- Assisting with staff training and adoption.
- Supporting the transition of Accounts Payable, Accounts Receivable, billing, general ledger, and financial reporting processes.
- Ensuring accurate and uninterrupted financial reporting throughout the transition.

- Identifying opportunities to improve efficiency and financial processes through the new system.

The NorthStar implementation will be a significant priority for the Controller during the first year of employment.

What We're Looking For

The ideal candidate is a **business-minded financial leader** who can combine strong technical accounting skills with excellent communication, leadership, and problem-solving abilities.

Qualifications

- Bachelor's degree in accounting, Finance, or a related field.
- 5+ years of progressive accounting or finance experience, preferably including Controller-level responsibility.
- Strong understanding of financial statements, general ledger accounting, budgeting, cash management, and internal controls.
- Experience supervising accounting personnel.
- Advanced proficiency with Microsoft Excel and accounting/financial software.
- Excellent analytical and organizational skills.
- Strong attention to detail and accuracy.
- Ability to communicate financial information effectively to both financial and non-financial audiences.
- Ability to manage multiple priorities and meet deadlines in a seasonal, fast-paced environment.

Preferred Qualifications

- CPA or other relevant professional certification.
- Experience in a private country club, hospitality, hotel, resort, or membership-based organization.
- Experience with club management/accounting software.
- Experience leading or participating in a major software conversion or implementation.
- Experience working with a Board of Directors/Governors and Finance Committee.
- Experience with annual operating budgets and long-range financial planning.

The Ideal Candidate

We are looking for someone who wants to be a **strategic partner to the Club's leadership team**, not simply someone who manages the books.

The successful candidate will be:

- A strong financial and operational thinker.
- Highly organized, accountable, and detail oriented.
- An effective leader and developer of people.
- Comfortable working directly with senior leadership and a Board.
- Able to turn financial information into meaningful business insights.
- Proactive in identifying opportunities and solving problems.
- Comfortable leading change and implementing new systems.
- Collaborative and approachable.
- Discreet and professional when handling sensitive financial information.
- Committed to providing excellent service to members and fellow employees.

About South Hills Country Club

Located in the Pittsburgh area, South Hills Country Club is a private, family-oriented, resort-style country club dedicated to providing an exceptional experience for its members and their families.

The Club offers a wide range of amenities and experiences, including **golf, pickleball, swimming, dining, social activities, and special events**. With approximately **715 members and \$10 million in annual revenue**, the Club provides a unique and complex operating environment for an experienced financial professional.

This is an exciting time to join South Hills Country Club as we continue to strengthen our operations, invest in our facilities and team, and position the Club for long-term success.

Compensation & Benefits

South Hills Country Club offers **competitive compensation and benefits package commensurate with experience and qualifications**, including:

- Competitive salary
- Health, dental, and vision insurance
- Retirement plan
- Paid time off
- Professional development opportunities
- Club-related employee benefits

Join Our Team

If you are an experienced accounting professional who is looking for an opportunity to take ownership of a significant financial operation, work closely with senior leadership, and play a central role in a major technology transition, we would welcome the opportunity to hear from you.

South Hills Country Club is an equal opportunity employer.

Please send Cover Letter and Resume to:

Andrew Orbison, CCM
General Manager/COO

aorbison@southhillsgc.org