



Job description

Club Controller

About Shannopin Country Club

Shannopin Country Club is a beautiful, family-oriented golf & country club located in Ben Avon Heights, Pennsylvania, about 10 minutes from Downtown Pittsburgh.

Job Description

Shannopin is looking for skilled Controller to work regular office hours. The position reports to the General Manager, and will oversee all accounting and human resources operations for the club.

Reports to: General Manager

Education and/or Experience

- Minimum of two years accounting or bookkeeping experience, including accounts payable, accounts receivable, payroll, general ledger, and financial reports.
- Experience in the Hospitality Industry
- Experience with Northstar POS/Accounting software program a plus
- Degree in Accounting or Business Administration preferred but not required.

Job Knowledge, Core Competencies and Expectations

- Strong organizational skills
- Good written and oral communication skills
- Multi-tasking and time management skills to organize workflow and manage multiple deadlines
- Proficient with Excel in spreadsheet usage and creation for financial budgets, analysis, and forecasting. Must have solid typing skills and in-depth experience using Word and Outlook email
- Ability to operate computer and other general office equipment
- Familiarity with generally accepted accounting principles

Job Summary (Essential Functions)

Monitors and manages all club accounting. Monitors and manages all Human Resources issues within the club. Ensures fiscal responsibility across club accounts and departments under the supervision of the General Manager and Board of Governors. Manage the AP/AR Specialist in the office.

Job Tasks/Duties Can Include

- Maintains journals, checks registers, bank reconciliations, accounts receivable, accounts payable, inventories, general journal, payroll and personnel files, and financial statements
- Oversees all Human Resources matters, with the support of the GM and Board as necessary
- Produces computer reports including accounts receivable, accounts payable, general ledger, and monthly financial statements
- Conduct periodic reconciliations of all accounts
- Reconciles all bank statements
- Monitors budget and notifies departments of any issues
- Manages the petty cash fund
- Maintains an orderly accounting and filing system
- Maintains employees' time and attendance, absentee and leave records
- Prepares payroll and addresses any issues regarding time
- Handles all matters related to annual and special audits, insurance, and employment records
- Oversee and manage the club's AP/AR Specialist and provide direction as necessary
- Attends departmental and club training meetings
- Completes other appropriate assignments made by The Board or General Manager

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

Salary: \$90,000 per year DOE. 2% yearly COL increase on base salary. Yearly review increases will be at the discretion of the GM and the operating budget.

Christmas Bonus: As a manager, you are eligible for the Shannopin CC Employee Christmas bonus fund. This bonus is at the discretion of the General Manager and President of the Club.

Performance Bonus: At GM's discretion, a 5% bonus will be paid during the end of the fiscal year, no later than the end of May. This bonus will have metrics focusing on financial performance, leadership and membership satisfaction.

Benefits: All current full-time benefits including PTO.

To apply for this position please send a cover letter and resume to:

Ryan Prosowski, CCM

General Manager

Ryan.prosowski@shannopincc.com