

Club Details

Greater Cleveland Southeast Area:

Job Details

Date Posted

2/2/2026

Job Title

Controller or Office Manager

Job Description

- Perform all accounting operations including general ledger, accounts payable, accounts receivable, and payroll.
- Prepare accurate and timely monthly financial statements, annual budgets, and forecasts.
- Monitor and analyze financial performance, identifying opportunities for cost reduction and operational improvements.
- Ensure compliance with all financial regulations, tax laws and accounting standards.
- Manage the annual audit process and coordinate with external auditors.
- Develop, maintain and implement financial policies and procedures to enhance efficiency and control.
- Collaborate with department heads to support ongoing financial planning and decision-making.
- Provide strategic financial insights to the executive team and board of directors.

Candidate Qualifications

- Bachelor's degree in accounting, finance, or a related field (CPA or CMA certification preferred).
- Minimum of 5 years of financial management experience, ideally within the hospitality or leisure industry.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Proficiency in accounting software and Microsoft Office Suite.
- Experience with golf club POS software is a plus.
- Excellent analytical, problem-solving, and organizational skills.
- Strong communication and interpersonal abilities to work effectively with all levels of organization and membership.
- High level of integrity and attention to detail.

Educational Requirements

Date Position Available

Immediately

Other Benefits

- Competitive compensation plan.
- Full-time salary position.
- Paid time off and holiday schedule.
- Employee discounts on club services and amenities.

Please send resumes to:

Senthil Elangovan, General Manager
senthilpbcc@gmail.com