EUGENE COUNTRY CLUB

Eugene, Oregon
September 28, 2026

One of the premier private clubs in the Pacific Northwest, Eugene Country Club is seeking an experienced and highly motivated professional to serve as **CLUB CONTROLLER.**

The Club Controller is responsible for all financial and back office operations of the Club, including oversight of up to two support staff and the implementation and maintenance of internal controls. This position serves as a key member of the senior management team and works closely with department heads, club committees, and the Board of Directors.

Primary responsibilities include:

- Coordinating and reviewing all accounting activities to ensure financial transactions are accurately recorded
- Preparing reconciliations, financial analyses, and operational recommendations
- Overseeing accounts payable and accounts receivable functions
- Assisting in the preparation of annual operating and capital budgets
- Reconciling Balance Sheet accounts
- Preparing and interpreting monthly, quarterly, and annual financial reports
- Reviewing payroll tax filings and IRA recordkeeping
- Assisting with internal and external audits
- Supporting long-range financial planning and cash management initiatives
- Coordination of telecommunications and Information Technology systems

The Club currently maintains $3.8 million in cash reserves and carries $4.8 million in long-term debt. Membership across all classifications remains full, with a waiting list of candidates. The senior management team is exceptionally stable, with more than half of the team having served the Club for over 15 years. The current Club Controller will retire on February 28, 2027, following 20 years of dedicated service to the Club.

Qualified candidates should possess:

- A Bachelor's Degree in Accounting, Finance, or Business Administration
- A minimum of five years of professional accounting experience, preferably within hospitality, private club, or related service industries
- Strong organizational, analytical, and leadership skills
- Excellent verbal and written communication abilities
- The ability to effectively communicate financial information to club committees and the Board of Directors

Experience with Microsoft Office products and Jonas Club Management Accounting Software is preferred.

The Club will reimburse usual and customary expenses associated with the interview process. The successful candidate will be offered a competitive employment agreement.

Date Position Available: February 1, 2027

Compensation: Salary commensurate with qualifications and experience.

Benefits: Eugene Country Club offers a competitive benefits package, including:

- Health insurance benefits
- Club-matched 401(k) program
- Continuing professional education opportunities
- Employee meals during working hours
- Courtesy family membership with access to golf, swimming, and tennis facilities

Application Deadline – Monday, November 2, 2026

Interested candidates should submit a cover letter and resume in PDF format for consideration.
controllersearch@eugenecountryclub.com

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NO PHONE CALLS PLEASE

6/29/2026