



Sunset Club Controller



In 1913, Sunset Club was founded as a private club for women in Seattle, Washington. More than 100 years later, the Club continues to provide an unparalleled membership experience both socially and intellectually. Our membership cultivates multi-generational connections with the goal of enrichment inside and outside of Sunset Club. Our staff offers a level of service that consistently exceeds expectations. Join our team and grow your professional skills at one of the most historic private clubs in the city.

Why work here?

Come work at a premier private club where work/life balance is more than just a slogan. At Sunset Club, the majority of our operations schedule is Monday-Friday, 9a-5pm, with occasional evening and weekend events. The membership truly values, supports and cares about the staff. Our General Manager focuses on mentoring and growing her team members. If you want to have a life outside of work, then you need to come work here!

What we offer you

- True sustainable work/life balance
- Growth and mentoring opportunities.
- Ability to grow your career in high impact department.
- Competitive compensation
- Holiday Bonus, Staff meals
- 401K
- Complimentary staff parking

What Makes This Role Different

- Financial partner in capital planning with the General Manager and Finance Committee
- Serves as Manager on Duty in the General Manager's absence, with operational authority, not just a financial reporting office role
- Trusted advisor to General Manager on sensitive member and staff relations
- Direct liaison to the Board and finance/audit/pension committees

Education and/or Experience

- Bachelor's degree from four-year college or university; preferred with concentration in business administration with accounting major or minor
- Five to seven years of professional accounting experience with at least two of those years at the Controller level or equivalent in a club operation. Candidates with equivalent progressive experience (e.g., Assistant Controller or Senior Accountant) in a club, hospitality, or member-based organization will also be considered
- Experience supervising accounting staff

Job Knowledge, Core Competencies and Expectations

- Must be able to calculate figures and amounts for all financial, payroll, budgets, statistical analysis and probability statements
- Proficiency in GAAP & financial reporting
- Ability to read, analyze and interpret general business data
- Consistently monitor cash flows
- Knowledge of pertinent federal and state employment laws and practices.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary

Direct the financial operations of the club. Oversee the accounting functions, including payroll and directly assist the General Manager on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records. Prepare financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting and personnel records. Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to finance, audit and pension committees. Serves as the Club's primary Human Resources contact (see HR Duties and Responsibilities section below). Acts as Manager on Duty in the absence of the General Manager.

Job Tasks/Duties

- Prepare 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.
- 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.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Prepares semi-monthly staff payroll
- Ensures that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Verifies monthly inventories for beverages and food.
- Attends finance committee and other committee meetings as required.
- Works with the general manager and finance committee to plan and manage capital budgets
- Compiles, approves and maintains credit applications for vendors.
- Oversees member billing and collection procedures, monitors collection of past due accounts
- Serves as Manager on Duty in the General's Manager's absence, with authority to make operational decisions, respond to member or staff issues, and represent management to the Board and committees as needed.
- Identifies sensitive member account situations and proactively advises the General Manager and Board on handling, balancing financial policy with member relations
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.

- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Selects, trains, supervises, and evaluates accounting staff.
 - Setting expectations, ongoing coaching, accountability/corrective action
- Maintains necessary procedures for confidentiality relating to Club or member issues.
- Other duties as assigned by the General Manager

HR Duties and Responsibilities

The Controller serves as the Club's primary point of contact for Human Resources functions, working closely with the General Manager on staff-related matters

- Serves as the Club's primary Human Resources contact and maintains all personnel records in compliance with applicable recordkeeping requirements
- Maintains personnel records, including vacation accrual, sick leave and benefits
- Enrolls staff in the Club's health, 401(k) and other benefit programs, and coordinates annual open enrollment
- Assists the General Manager in negotiating changes to employee benefit plans and administers employee benefits including health, sick leave and life insurance
- Maintains necessary procedures for confidentiality relating to employee issues
- Manages new-hire onboarding, including offer letters, 1-9 verification and required new-hire paperwork
- Assists the General Manager in maintaining and updating the employee handbook to ensure ongoing compliance with federal and state employment law
- Administers leave programs (e.g. FMLA, state-mandated sick leave) and tracks eligibility and usage
- Manages worker compensation and unemployment claims
- Ensures compliance with wage and hour laws, including FLSA classification, overtime rules, minimum wage postings and required labor law notices
- Serves as a point of contact for employee relation concerns and escalates matters appropriately to the General Manager or legal counsel as needed
- Maintains job descriptions and compensation records in coordination with the General Manager

Computer Programs

- Proficient in Microsoft Office Suite: Excel, Word
- Knowledge of Private Club Accounting Software (Clubessential) a plus

Physical Demands and Work Environment

- Must be able to reach, bend, stoop, stand, and lift up to 10 pounds.
- Must be able to sit, type, and view a screen for prolonged periods of time.
- Moderate noise level in the work environment.

Position Type/Expected Hours of Work

- This is a full-time, in-office position.
- Monday-Friday, daytime
- Schedule based on business needs

Compensation: This is a salaried position. Compensation starts at \$92,000 annually, is competitive, and scalable based upon experience and skill set.

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Equal Opportunity Employer

Sunset Club is an Equal Opportunity Employer. Sunset Club strongly values diversity and is committed to equal opportunity and non-discrimination in all of its policies and practices, including the area of employment. Sunset Club does not discriminate against any person on the basis of race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status, or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply.