



BROADMOOR GOLF CLUB

2340 Broadmoor Drive East • Seattle, Washington 98112 • (206) 325-5600

Controller

Broadmoor Golf Club | Seattle, Washington

Broadmoor Golf Club is a premier private golf club with a long tradition of excellence, service, and financial stewardship. We are seeking an experienced and highly capable Controller to lead the Club's financial operations and serve as a key member of the management team.

Reporting to the General Manager, the Controller is responsible for the overall financial integrity of the Club, including accounting, financial reporting, budgeting, forecasting, cash management, internal controls, and tax compliance. The Controller will work closely with the General Manager, department leaders, Finance Committee, and the Board of Trustees, to support sound financial decisions and the long-term success of the Club.

Key Responsibilities

- Direct and oversee all accounting and financial operations of the Club.
- Prepare and present accurate monthly financial statements, including income statements, balance sheets, cash flow information, and supporting schedules.
- Lead the annual budgeting process and prepare financial forecasts in partnership with the General Manager and department leaders.
- Monitor budget-to-actual performance, analyze variances, identify trends, and recommend corrective actions.
- Maintain strong internal controls to safeguard Club assets and ensure adherence to established policies.
- Manage cash flow, banking relationships, accounts payable, accounts receivable, member billing, and cash deposits.
- Prepare or oversee federal, state, and local tax filings and work closely with the Club's external accounting firm.
- Manage fixed assets, depreciation schedules, inventories, insurance records, and capital expenditures.
- Partner with the General Manager and department leaders on capital planning, financial analysis, cost control, and strategic initiatives.



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- Serve as the primary financial liaison to the Finance Committee and provide financial reporting and analysis to the Board of Trustees.
- Evaluate and improve accounting systems, financial processes, policies, and procedures.
- Provide department leaders with financial guidance and analysis to support responsible operating decisions.
- Maintain the confidentiality and integrity of sensitive Club information.

Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, or a related field required.
- Five to seven years of progressive professional accounting experience, including at least two years at the Controller level or equivalent.
- Strong knowledge of financial reporting, budgeting, forecasting, internal controls, payroll, tax compliance, and financial analysis.
- Experience supervising accounting or administrative staff.
- Excellent analytical, organizational, communication, and interpersonal skills.
- Ability to work effectively with senior management, department leaders, committee members, Board members, and auditors.
- High level of integrity, discretion, accountability, and attention to detail.
- Experience with Northstar Accounting System and Paylocity is preferred.

Benefits

Compensation: \$125,000–\$140,000, depending on experience and qualifications

Broadmoor Golf Club offers a competitive compensation and benefits package, including:

- 100% paid medical, dental and vision coverage.
- 401k after one year of employment
- Professional education and development
- Golf Privileges



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How to Apply

Interested candidates should submit a resume, cover letter, and three professional references to mjlafond@broadmoorgolfclub.com

Please include the reference's name, title, organization, relationship to the candidate, and current contact information.