



Job Description

Job Title: Assistant Controller/HR Specialist **FLSA Status:** Non-Exempt

Reports To: Controller **Revision Date:** January, 2026

Summary

Ensures that accounts receivable processes are performed accurately and in a timely manner. Maintains member information. Provides general support to the Business Office for accounting functions.

Supervisory Responsibilities

None.

Essential Duties and Responsibilities

The statements below reflect the general details necessary to describe the principal functions of the position and should not be construed as a detailed description of all the work requirements related to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Account Receivable: Maintain billing system, generate monthly statements including member dues billing, golf charges, and finance charges. Enter accounts receivable journal entries, maintain accounts receivable files and records, and account reconciliations. Investigates and resolves any member inquiries. Resolve all payment issues and updates Aged Receivable Reports. Manages past due accounts as set forth in the By-Laws and reports delinquent members. Initiate ACH deposits from members. Post and deposit cash receipts for all member payments including Pre-Authorized Payments and On-line credit card payments. Annual renewal for Elavon credit card payment system.
2. Member Relations: Babysitting list, nanny list, and dining reservations..
3. Calculate and reconcile year-end billing of dues on an annual and quarterly basis by membership class.
4. Manage private wine sale income and expense accounts.
5. Prepare monthly member statements with three (3) days of month-end, membership reports within five (5) days of month-end, aged receivable list within five (5) days of month-end, and send out communication to delinquent members.
6. Assists with all internal accounting and auditing activities with the independent public accounting firm chosen by the Board of Directors.

7. Discloses all unusual or apparent variations from policies and procedures of the Club to the Controller.
8. Assists the Controller and General Manager in the interpretation of figures; supplies all requested data on a regular basis, calls attention to variations from normal or budget figures.
9. Communicate effectively with the management team, informing and updating them regularly to ensure that membership and employee needs are met.
10. Remains current in accounting topics including compliance and regulations.
11. Comply with safety procedures and maintain clean and orderly work areas.
12. Perform other tasks as necessary to support the organization.

Human Resources

1. Oversees day-to-day human resources, employee discipline matters, health insurance, club handbook, etc.
2. Serves as a primary point of contact for employee relations, providing guidance, and operational support.
3. Manages the employee recruitment, onboarding, status changes such as terminations/seasonal employee processes.
4. Ensures compliance with federal, state, and local employment laws and Club policies, recommending updates as needed.
5. Maintains accurate and confidential employee records, personnel files, and HR documentation.
6. Coordinates employee benefits administration, open enrollment processes, and related areas
7. Oversees training and development initiatives, including policy training, safety requirements, and required certifications.
8. Assists with developing and maintaining HR policies, procedures, and the employee handbook.
9. Evaluates and manages all insurance related activities such as FMLA, workers 'compensation and other employee benefits.

Education and Experience

Bachelor's degree or related degree preferred. Two years-three years of accounting experience required, preferably in a non-profit or service industry setting. Human Resources experience preferred.

Combination of experience and education should provide the necessary knowledge, skills, and abilities to:

- a. apply knowledge of general accounting standards and best practices
- b. read, analyze, and interpret financial reports
- c. calculate figures and amounts such as account balances, appropriate tax, discounts, interest, proportions, and percentages

Knowledge and Skills

1. Excellent written and oral communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports, financial statements and general correspondence.
2. Proficient with MS Office software (Word, Excel, PowerPoint and Outlook), knowledge of accounting software, and the willingness and ability to learn other software packages as needed.
3. Demonstrated attention to detail.
4. Strong organizational skills and the ability to multi-task, prioritize, and work with frequent interruptions. Must have the ability to professionally respond to variations in schedules and plans.
5. Ability to work with and maintain confidential information.
6. Able to work independently, but also be able to develop and maintain constructive and cooperative working relationships.
7. Strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
8. Valid driver's license with a driving record that meets company qualifications.

Physical and Mental Demands

The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

Must be able to work independently and to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Requires the ability to solve practical problems and deal with a variety of concrete variables. Must be adaptable and respond effectively to changes in situation or information.

Prolonged periods of sitting at a desk and working on a computer. Requires the ability to freely move throughout the facility. On occasion, may be required to stoop, bend, or reach above the shoulders. Must have the ability to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Must have the ability to speak and hear. Specific vision abilities required by this job include close vision and color vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment with low to moderate noise level.

Please send resumes to General Manager, Mike Nedeau at GM@tuckawaycountryclub.com