



# ST. CHARLES COUNTRY CLUB

Since 1924

## CONTROLLER

**St. Charles Country Club – St. Charles, Illinois**

**Reports to:** General Manager

**Position Type:** Full-Time, Exempt

### Position Summary

St. Charles Country Club is seeking an experienced and collaborative Controller to lead the Club's accounting and financial operations.

The Controller will be responsible for financial reporting, budgeting, forecasting, cash management, internal controls, Member billing, payroll oversight, audit coordination, and capital planning. This position will work closely with the General Manager, Board of Directors, Treasurer, Finance Committee, and department heads to provide accurate financial information and support sound operational and strategic decisions.

The ideal candidate will combine strong accounting expertise with excellent communication skills and a service-oriented approach. This individual should be comfortable working across departments and translating financial information into clear, practical guidance.

### Key Responsibilities

- Oversee all accounting functions, including the general ledger, accounts payable, accounts receivable, Member billing, payroll, bank reconciliations, fixed assets, and cash management.
- Prepare accurate and timely monthly, quarterly, and annual financial statements.
- Lead month-end and year-end closing processes.
- Maintain effective financial policies, internal controls, and segregation of duties.
- Coordinate the annual operating and capital budgeting processes.
- Monitor financial performance, cash flow, budget variances, and key operating trends.
- Prepare forecasts, financial analyses, and reports for the General Manager, Finance Committee, and Board of Directors.



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- Assist department heads with budgeting, expense management, labor analysis, and financial accountability.
- Track capital projects, expenditures, commitments, and available balances.
- Coordinate the annual audit, tax filings, and other financial reporting requirements.
- Oversee Member account activity and ensure billing questions are handled accurately, professionally, and discreetly.
- Partner with Club leadership on payroll, benefits, and related human resources administration.
- Evaluate accounting systems and processes and recommend improvements to increase accuracy and efficiency.
- Lead and support the professional development of the accounting team.

## Qualifications

- Bachelor's degree in accounting, finance, business administration, or a related field preferred.
- CPA, CMA, or another relevant professional designation preferred.
- At least five years of progressive accounting and financial management experience.
- Previous Controller or senior-level accounting experience preferred.
- Private country club, hospitality, resort, or similar service-industry experience is highly desirable.
- Knowledge of the accounting, tax, compliance, and reporting requirements applicable to a 501(c)(7) tax-exempt social club is preferred.
- Strong knowledge of generally accepted accounting principles, budgeting, forecasting, internal controls, payroll, and capital planning.
- Experience preparing and presenting financial information to Boards, committees, and operational leaders.
- Advanced proficiency with Microsoft Excel and accounting systems.



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- Experience with Clubessential, Jonas, Northstar, or a similar private-club management platform is preferred.
- Strong analytical, organizational, communication, and interpersonal skills.
- High level of integrity, discretion, and commitment to confidentiality.

## About St. Charles Country Club

St. Charles Country Club is a private, member-owned country club located in St. Charles, Illinois. The Club offers an 18-hole Tom Bendelow-designed golf course, racquet sports, aquatics, dining, and social programming in a welcoming, family-oriented environment.

The Club recently completed a significant clubhouse renovation and continues to invest in its amenities and long-term strategic priorities. St. Charles Country Club is guided by its mission to strive to be the best private club in the western suburbs.

## Compensation and Benefits

St. Charles Country Club offers a competitive compensation and benefits package commensurate with experience and qualifications.

## Application Process

Qualified candidates should submit a résumé, cover letter, compensation requirements, and professional references to:

Dustin Schmidt, CCM  
General Manager  
[dschmidt@stcharlescc.com](mailto:dschmidt@stcharlescc.com)

Resumes will be reviewed as they are received. All inquiries will be handled confidentially.

St. Charles Country Club is an equal-opportunity employer.