

Armstrong Consulting, LLC
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CONTROLLER POSITION

The GeorgeTown Club, 1530 Wisconsin Ave NW, Washington, DC 20007

Overview:

The Controller is responsible for the day-to-day financial operations of The GeorgeTown Club, ensuring the accuracy, integrity, and timeliness of all accounting processes and financial reporting. This is a hands-on role responsible for executing all core accounting functions, maintaining strong internal controls, and supporting the Club's financial infrastructure. The Controller works closely with the General Manager and fractional Chief Financial Officer (CFO) to ensure accurate reporting, audit readiness, and disciplined financial operations. While the CFO provides strategic oversight, the Controller owns execution, documentation, and financial discipline across all areas of the Club. Works collaboratively with Department Heads to ensure timely and accurate reporting. This role is highly operational and detail-oriented, with a strong emphasis on accountability, process consistency, and continuous improvement.

Essential Responsibilities and Duties

Accounting & Financial Operations

- Maintain the general ledger and ensure accuracy of all financial transactions.
- Execute all month-end and year-end close processes in a timely and accurate manner.
- Prepare monthly financial statements, including income statements, balance sheets, and supporting schedules.
- Perform all account reconciliations, including bank accounts, credit cards, payroll, and balance sheet accounts.
- Manages Accounts Payable and Accounts Receivable functions, including vendor payments and member billing.
- Processes payroll, ensuring accuracy, compliance, and proper documentation.
- Maintain fixed asset schedules, depreciation, and capital project tracking.

Reporting & Financial Discipline

- Produce timely and accurate monthly financial packages for review by the General Manager and CFO.
- Support variance analysis by identifying discrepancies and gathering supporting data.
- Ensure all financial reporting aligns with Club standards and GAAP.
- Maintain organized and audit-ready financial records and documentation.
- Assist in preparing materials for the Finance Committee and Board reporting.

Internal Controls & Compliance

- Maintain and enforce strong internal control procedures to safeguard Club assets.
- Ensure proper segregation of duties across all financial processes.
- Monitor compliance with federal, state, and District of Columbia regulatory requirements.
- Support preparation of tax filings (payroll, sales, and other required filings).
- Assist in managing insurance documentation and compliance requirements.

Audit & External Coordination

- Serve as the primary point of contact for external auditors.
- Prepare all audit schedules, reconciliations, and requested documentation.
- Ensure the Club is audit-ready at all times through consistent and organized processes.
- Coordinate with external accounting partners and the fractional CFO as needed.

Cash Management & Treasury Support

- Monitor daily cash activity and maintain accurate cash balances.
- Assist in cash flow tracking and short-term forecasting.
- Support the CFO and General Manager with banking relationships and financial documentation.
- Ensure proper tracking of reserves, restricted funds, and capital accounts.

Operational Support

- Work closely with department heads to ensure proper coding of expenses and adherence to the budget.
- Support inventory processes and ensure the financial accuracy of food, beverage, and supply counts.
- Monitor purchasing and receiving procedures to ensure financial controls are followed.
- Assist in improving financial processes, systems, and efficiencies.

Leadership & Accountability

- Supervise and support any accounting or administrative staff as assigned.
- Establish consistent workflows and accountability across all financial functions.
- Promote financial discipline across departments through clear communication and follow-through.
- Take ownership of deadlines, accuracy, and continuous improvement of financial operations.

Budgeting & Forecasting

- Supports the development of the annual operating and capital budgets in collaboration with the General Manager and department heads.
- Tracks performance against budget, communicates variances, and recommends corrective action.

Qualifications

Education & Credentials

- Bachelor's degree in accounting, Finance, or related field required.
- CPA, MBA, or CHAE (Certified Hospitality Accounting Executive) preferred.

Experience

- Minimum 7 years of progressive accounting experience with at least two of those years at the Controller level or equivalent in club operation.
- Demonstrated experience performing hands-on accounting functions.
- Experience managing audits, budgets, and financial systems independently.
- Strong understanding of GAAP, payroll compliance, and tax reporting.
- Proficiency in Excel and accounting software. ClubEssential experience strongly preferred.

Skills & Attributes

- Strong analytical, problem-solving, and decision-making skills.
- Excellent verbal and written communication abilities.
- Detail-oriented with exceptional organizational and time management skills.
- High level of integrity and discretion in handling confidential information.
- Collaborative, adaptable, and able to thrive in a small, high-performing team environment.

Work Environment & Physical Requirements

- Primarily an office-based position; must be able to sit and work at a computer for extended periods.
- Occasional attendance at evening or weekend Board or Committee meetings required.
- Must be able to lift up to 20 lbs. occasionally.

Licenses & Certifications

- CPA or CHAE strongly preferred.
- Must be able to obtain or maintain any required D.C. business or accounting-related licenses.

Compensation, Benefits, & Hours

- Competitive salary commensurate with experience, education, skills, and training.
 - Salary Range \$110,000 - \$125,000.
- Benefits: Parking, Medical, Dental, Vision, HSA, 401K retirement plan, paid vacation and personal/sick days, holiday bonus, life insurance, and family meals.

Club Overview

Established in 1966, The Georgetown Club embodies the rich history and vibrant energy of Georgetown while serving as a distinguished gathering place for Washington's leaders in public policy, business, philanthropy, and the community. Nestled in the heart of Washington, D.C., we offer a welcoming and refined atmosphere where members can connect, dine, and engage in meaningful conversations.

With a commitment to excellence in hospitality, The Georgetown Club offers outstanding dining, personalized service, and exclusive events that foster camaraderie and lasting relationships. Whether you're here for a business meeting, a social gathering, or simply to unwind, our club is a place where tradition meets contemporary elegance.

Located at the corner of Wisconsin Avenue and Volta Place, our Club offers an inviting atmosphere within three historic townhouses, where members and guests can enjoy meticulously curated events, exceptional dining, and a true sense of belonging. With a commitment to excellence in hospitality, we take pride in delivering creative food and beverage experiences that set the standard for private club dining in Washington, D.C.

Candidates: Please send your resume to brian@barmstrongconsulting.com

Brian Armstrong, Principal

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