

Ballantyne Country Club

CONTROLLER JOB DESCRIPTION

Ballantyne Country Club (BCC) is currently interviewing candidates for a **Controller**. This position is primarily responsible for overseeing the General Accounting and Financial Reporting functions and the financial services area including Account Receivables and Account Payables as well as some human resource and information technology aspects of the Club. This position will also be responsible for maintaining a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies, equipments and US Generally Accepted Accounting Principles (GAAP) by performing the following duties.

About Ballantyne Country Club (www.ballantyneclub.com):

Ballantyne Country Club is a private, member-owned club located in Charlotte's popular south-end area of Ballantyne. Our Club features classic club amenities such as a Rees Jones designed golf course, an elegant Clubhouse, full-service dining, tennis programming, fitness center and swimming pools. We are a family-oriented country club. Ballantyne Country Club is an Equal Opportunity Employer.

Essential Responsibilities:

- Directs and prepares the monthly trial balance and resulting financial statements including Income Statement and Balance Sheet for the Club along with required supporting schedules and other data necessary for financial reports and records.
- Formulates, receives and recommends policy proposals for approval relating to accounting and auditing, the budget, revenue and cost control, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares budgets and financial forecasts in coordination with the finance committee, departments and general manager; analyze financial information, monitor budgeted versus actual expenditures and advise management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Works with the Club's external auditors to assure that procedures are consistent with club policies.
- Verifies that all insurance records for Club property and liability are properly maintained and serve as point-of-contact with insurance brokers. Participate in annual insurance quotation process.
- Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts.
- Informs and advise other department heads about the financial aspects of their responsibilities.
- Prepares and/or helps coordinate the preparation of all federal, state and local tax returns.
- Prepares financial reporting as necessary and appropriate for dissemination to the General Manager/Chief Operating Officer (COO), Board of Directors and Finance Committee.
- Selects trains, supervises, and performs periodic evaluations of accounting staff.
- Negotiates and maintain contracts for maintenance of computers and office equipment as needed.
- Attends periodic finance and staff meetings.
- Oversees member billing and collection procedures.
- Maintains certificate of liability insurance and W-9s for vendors.
- Maintains fixed asset ledgers and prepare depreciation schedules for monthly entries.
- Handles assigned projects as they relate to the department and Club's needs.
- Audits member and guests charges including checking cash sheets to assure that all receipts have been posted.
- Safeguards all funds in bank accounts, assuring that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Monitors collection of past due accounts.

- Prepares monthly delinquent notices.
- Plans professional development and training activities for staff.
- Negotiates all insurance contracts annually.
- Takes responsibility for Occupational Safety and Health Administration (OSHA) records and accident reporting to underwriter/carrier.
- Maintains petty cash account and cash boxes used for banquet events.
- Maintains the online member statements and prepare monthly e-blast for membership.
- Coordinates all information technology functions with third party provider.
- Oversees inventory control analysis.
- Ensures that policies and procedures (internal controls) are in place to provide reasonable assurance that the company assets are protected.
- Provides technical accounting Generally Accepted Accounting Principles (GAAP) guidance and support to all company entities. At times, this may include involvement in due diligence and other activities surrounding acquisitions/dispositions.
- Takes responsibility for proper timing and application of revenue recognition rules.
- Ensures that company financial records, under responsibility, are maintained in compliance with company policies and US GAAP.
- Takes responsibility for reviewing monthly/quarterly account reconciliations and other documents to ensure this compliance.
- Ensures that company financial reports are prepared in compliance with policies and directives, US GAAP and SEC reporting requirements.
- Supervises the completion of Federal and State tax reporting requirements (including income, property, sales and use, payroll and other local taxes), insurance reports and other reports required by government regulation.
- Ensures that the computer system continues to operate as required.
- Coordinates work relating to both internal and external audits in the periodic review of the company financial records.
- Ensures that the accounting department is staffed with qualified financial personnel capable of meeting the objectives and responsibilities.
- Takes responsibility for continued development of associates.

Supervisory Responsibilities:

- Directly supervises the Club Accountant, and Human Resources Manager.

Full-time team members are eligible for an excellent benefits package after 90 days of employment.

Benefits include medical, dental, vision, life and short term disability insurance, supplemental life insurance, long term disability, accident, critical illness and whole life insurances, and flexible spending. Eligible for 401(k) after 1 year of service.

Qualifications:

- Bachelor's degree from a four-year college or university
- Minimum 5 years of experience preferred; Account Receivable (AR) and Account Payable (AP) hands on experience required; monthly financial statement creation and review experience required; customer interaction experience and focus preferred.
- Ability to improve business processes and accountability; ability to execute is critical.
- Independent thinker, logical, strategic, with attention to detail.

To Apply:

Please submit your [application](http://www.ballantyneclub.com) (www.ballantyneclub.com > Contact > Employment) and resume to either:

- Email: careers@ballantyneclub.com
- Fax Number: 704-544-7554