

AURORA COUNTRY CLUB ACCOUNTING DEPARTMENT

- **POSITION**

Office Manager

- **Duties**

Bookkeeper, Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk.

III. Job Summary

Develops policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records; develops, establishes and administers procedures and systems pertaining to financial matters; prepares financial statements, forecasts and analyses for all administrative and managerial functions.

Maintains all accounting records and is responsible for developments, analysis and interpretation of statistical and accounting information. Evaluates operating results in terms of costs budgets, policies of operation, trends, and increased profit possibilities.

- **Job Tasks**

- Directs financial operations of the club.
- Formulates, receives and recommends policy proposals for approval relating to accounting and auditing, the budget and cost control, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures when approved.
- Prepares monthly trail balance and resulting financial statements for the club along with required supporting schedules and other data necessary for financial reports and records.
- Manages and conducts internal auditing programs to 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 various committees, departments and General Manager; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes.
- Works with the club's external auditors to assure that procedures are consistent with the club policies.
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies.
- Directs, participates in and certifies the taking of various inventories for beverages, food, supplies, equipment, furnishings etc.
- Verifies that all insurance records for club property are maintained.

- supervises accounting staff.
- Informs and advises other department heads regarding the financial aspects of their areas.
- Prepares and supervises preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Committee, and other club committees..
- **REPORTS TO**

General Manager