

**CONFIDENTIAL CLUB – GREATER CHICAGO AREA
CLUB ACCOUNTANT JOB
TASKS/DUTIES**

- Process bi-weekly payroll for 50-125 employees, verifying hours through the time clocks with managers, maintain and update Employee payroll files both within the Payroll software and Club files.
- Direct or prepare the monthly trial balance and resulting financial statements for the Club, including the income statement, balance sheet, statement of cash flows and supporting schedules.
- Manage and conduct internal auditing programs to help assure records are accurately maintained and established practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments, and Club Manager, analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their causes; recommends corrective actions to assure budget goals are met.
- Manages and reviews Club property and casualty insurance as well as Worker Compensation, works with Agent to maintain complete coverages of Club assets.
- Informs and advises department heads regarding the financial aspects of their responsibilities.
- Prepares monthly Sales tax return.
- Prepares accounting reports as necessary and appropriate for the dissemination to the Board of Directors, finance and other Club committees as required.
- Monitors Food and Beverage inventory control, both as to receiving and distribution.
- Oversees Member billing and collection procedures.
- Compiles, approves and maintains credit applications for Vendors.
- Prepares or oversees annual Vendor 1099's and maintains Form W-9's.
- Administers employee benefits including group health, dental, life, etc. and coordinates annual open enrollment with benefit provider.
- Reviews Member and guest charges; checks cash sheets to ensure all receipts to member accounts are correctly posted.
- Reviews Cash and Charge expenditures.
- Verify revenues are properly and correctly deposited, supervise the drawing of all checks.
- Establish and maintain Event and tournament accounting records.
- Monitor the collection of past due accounts, advise Club manager and Board when difficult situations may arise.
- Interact with the Club's external accounting firm and auditors as necessary, including preparation of audit materials and tax information needed to prepare Audited financial statements and annual Income tax return.

- Assist finance committee in the preparation of annual report for presentation at the annual meeting of the membership.
- Work with General Manager and Department heads to plan and manage both Operating and Capital Budgets.
- Manages, reviews and monitors changes in the automated financial management and accounting system.
- Reconciles all Bank accounts on a Monthly basis.

Attractive salary and benefits package including health, dental, vacation, cell allowance and bonus plan.

Send cover letter and resume to whom it may concern at gcclubgm@gmail.com