



**CLUB CONTROLLER**  
**BLUEMOUND GOLF AND COUNTRY CLUB**  
**Wauwatosa, Wisconsin**

**CLUB OVERVIEW**

Located in Wauwatosa, Wisconsin, Blue Mound Golf and Country Club was founded in 1903 and has become one of the top private clubs in Wisconsin. The Club has over 350 Members and gross revenues of \$7.5 million.

**JOB DESCRIPTION**

**JOB TITLE:**

Club Controller

**DEPARTMENT:**

Accounting

**REPORTS TO:**

General Manager

**DIRECTLY SUPERVISES:**

Oversee two full-time accounting assistants; accounts receivables and accounts payable.

**POSITION TYPE:**

Exempt Full-Time

**SUMMARY OF POSITION:**

Directs and oversees all accounting functions, information technology and human resource responsibilities.

**WORKING RELATIONSHIP:**

Works closely with Assistant Club Manager, Food & Beverage Manager, two full-time Accounting Assistants, all Department Heads including; Membership Communications and Events Manager, Executive Chef, Golf Professional, Grounds Superintendent and Facilities Maintenance Engineer. Also works with Club President, Treasurer, Board of Directors and Finance Committee.



## **DIMENSIONS OF POSITION:**

### **EDUCATION AND WORK EXPERIENCE:**

- Bachelor's Degree, Accounting. CPA or CHAE preferred, but not necessary
- Prior private club controller experience preferred
- Experience with Jonas club management software, Paylocity payroll system, or similar club and payroll accounting systems

### **SKILLS AND COMPETENCIES**

- Strong organizational and time management skills
- Demonstrated leadership and management skills
- Strong team player
- Proficient in Microsoft Word and extremely savvy with Excel
- Professional work ethic
- Detailed oriented with an eye for accuracy
- Solid communication skills, both verbal and written
- Proven integrity and honesty
- Committed to professional growth and development, for self and staff

### **JOB DUTIES AND RESPONSIBILITIES:**

- Oversee all accounting functions, information technology, and human resources responsibilities; includes the development and maintenance of policies to control and coordinate accounting including payroll, financial management, membership billing, risk management, IT budgets, taxes, and related activities and records
- Direct supervision of accounting employees including hiring, training, scheduling and annual evaluations
- Prepare monthly financial reports including capital expenditure tracking and variance reporting; prepares monthly bank reconciliations along with supporting schedules; advises General Manager and department heads of budget variances in a timely manner
- Works with the General Manager, Treasurer and department heads to plan and manage capital budgets and cash flow statements
- Lead annual budget preparation with General Manager and department heads
- Ensures that all business licenses, liquor licenses, certificates of operation, and other licenses/permits are current and properly maintained.
- Review bi-weekly payroll processing
- Coordinate benefit programs including health, dental, vision, life and LTD and 401K plan
- Negotiate and acquire property and casualty insurance to protect the club's assets
- Inventory review and controls with department heads: occasional inventory observation
- Internal control evaluation



- Audit preparation and verification; works with external auditors to assure procedures are consistent with club policies and to maintain proper controls
- Maintains filing deadlines for all taxing authorities, including property taxes, and ensures tax returns are filed accordingly
- Verifies that all insurance records for club property are properly maintained.
- Assist in educating department heads on the financial aspects of their departments including budget comprehension, projections, and variance controls
- Be familiar and follow Club's policies and procedures that are relevant to your specific position or as a general employee of the Club, as outlined in the Employee Handbook.
- Performs periodic forecasts and ad hoc reporting as needed
- Monitor cash flow; in charge of procedures governing bank deposits, cash bank(s), and line of credit
- Supervises the programming of club management accounting software, monitors for necessary updates; troubleshoots as necessary (with external IT support) issues with the point-of-sale system, internet, and servers
- Interact with members and member committees as needed
- Attend monthly Board meetings as well as regular meetings of the Finance Committee to discuss financial results, projections, and budgets
- Perform other duties as needed that are assigned by the General Manager

**Interested candidates should send a resume and cover letter to:**

Greg Pappas, General Manager/COO  
Blue Mound Golf & Country Club  
10122 West North Avenue  
Wauwatosa, Wisconsin 53226.

Email: [gregp@bmgcc.org](mailto:gregp@bmgcc.org)