



CLUB CONTROLLER, BILTMORE COUNTRY CLUB

North Barrington, Illinois

Overview:

Located in North Barrington Illinois, Biltmore Country Club was founded in 1926 and has become THE family Club in the northwest suburbs of Chicago. The Club is privately owned and has a unique set of amenities that sets it apart with a newly remodeled clubhouse and patios that showcase exceptional casual and semi-formal dining venues, challenging 18 holes of golf and a fantastic tennis complex. The Biltmore Beach Club features a full-service restaurant and bar as well as a pool, beach and private lake with views that are second to none. Biltmore Country Club has over 330 members with an average age of 49 years. Gross revenues of \$5.8M with Annual Dues of \$2.8M and Food & Beverage revenues of \$2.1M

Club Background:

Around 1900, the land making up what is now known as Biltmore Estates and Biltmore Country Club was settled by the William Sandman family after the Winnebago and Potawatomi Indians moved on to more productive hunting grounds.

Some years later, William R. Grace, an English cabinetmaker, purchased the Sandman Farm. Mr. Grace built a home that served for many years as Biltmore's Clubhouse, along with a water tower and a stable, which housed our Pro Shop and bag storage areas.

In 1925, Clifford Leonard, a Director of the First National Bank of Chicago, purchased the Grace Farm in order to develop and make a reality the dream he had for many years. The Grace properties, approximately 800 acres, were turned into Biltmore Estates and Country Club.

Biltmore was planned as a weekend rendezvous with emphasis on outdoor activities such as fishing, hunting, riding and as a "family country club." The original golf course was designed by the then famous architect Leonard Macomber and completed in 1926.

Over the intervening years a complete drainage system was built for the golf course, much of which lies on a foundation of peat, which drained slowly after rainfall. Today, it is uncommon for the course to be closed for more than a few hours, even after the most torrential rain. Also, our extensive watering system was added, utilizing Honey Lake as a fresh water supply. The club still maintains Honey Lake, not only to ensure the water supply, but also to provide fine fishing, swimming and sailing. The tennis complex was also updated with lights for night playing and a state of the art the Tennis Pro Shop.

During the late 1980's, it became apparent that the years had taken their toll on the buildings that made up the Clubhouse, Pro Shop and cart storage complex. The membership had to make the agonizing decision that the

buildings, with their long history, memories and traditions, had to be replaced. While construction of the new buildings went on, the Members continued to use the old facilities. In June of 1992, the new Clubhouse and facilities were fully operational.

Through feedback received our Annual Survey, the areas that members wished to see improved included the Cabana and Tennis Shop. The Membership voted to build these two brand new buildings and in the summer of 2010 the Club welcomed a new Beach Club featuring full locker rooms, indoor and outdoor dining with a full-service menu, an outdoor bar and more. The Tennis Shop now features tennis apparel, equipment, refreshments, restrooms and a dining patio.

Over 85 years ago, Clifford Leonard dreamed of and created "The Family Country Club." Through many years of change, the membership of Biltmore continues to maintain those ideals.

JOB DESCRIPTION

JOB TITLE:

Club Controller

DEPARTMENT:

Accounting

REPORTS TO:

Club Treasurer and Finance Committee, Club Manager

POSITION TYPE:

Exempt Full-Time

SUMMARY OF POSITION:

Directs and oversees all accounting functions, information technology and some human resource responsibilities; includes the development and maintenance of policies to control and coordinate accounting including payroll, treasury management, membership billing, risk management, IT, budgets, taxes and relative records.

WORKING RELATIONSHIP:

Works closely with the Club Manager, Clubhouse Manager, Accounting Assistants, All Departments Heads including; Catering and Special Events Coordinator, Executive Chef, Racquets Professional, Golf Professional, Grounds Superintendent, Aquatics Professional and Seasonal Beach Club Managers. Also works with Club Treasurer, Board of Directors and Finance Committee.

DIMENSIONS OF POSITION:

EDUCATIONAL AND WORK EXPERIENCE:

- Bachelors Degree, Accounting
- Certified Hospitality Accountant (CHAE), preferred

- 3-5 years prior club accountant experience, preferred
- Experience with Clubessential G/L and A/P, Paylocity, or similar accounting software preferred.

PERSONALITY / WORK TRAITS: Superior leadership and management skills, excellence in written and verbal communication, proficient in Microsoft Word and extremely savvy with Excel, even tempered, trouble shooter, problem solving skills, attention to detail, professional work ethic, honesty and integrity.

SPECIAL REQUIREMENTS:

- Must work well with others as a team and help co-workers when needed.
- Must be courteous and tactful at all times
- Must be able to supervise and direct staff
- Periodically work overtime and/or weekends

DIRECTLY SUPERVISES:

Oversee one full-time accounting assistant and one part-time assistant.

JOB DUTIES AND RESPONSIBILITIES:

- 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, Training Manuals, and Written Standards of Performance
- Monthly financial statement preparation including capital spending tracking, cash flow statement and variance reporting, prepares monthly trial balance and bank reconciliations, advises management team members of their budget variances in a timely manner to allow time for corrective action
- Lead annual budget preparation with Club Manager and department heads
- Ensures that all business licenses, liquor licenses, certificates of operation, and other licenses/permits are current and properly maintained.
- Bi-weekly payroll processing
- Coordinate benefit programs including health, dental, life, 401k
- Inventory review and controls with department heads; occasional inventory participation
- 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.
- Assists in educating department heads on the financial aspects of their departments including budget comprehension, forecasting and variance controls as needed
- Attends Finance Committee meetings and other meetings as required
- Compiles, approves and maintains credit application for vendors
- Monitors collection of past due accounts, advises Club Manager and Board of Directors when difficult situations arise
- Performs periodic forecasts and ad hoc reporting as needed
- Monitor cash flow; in charge of procedures governing bank deposits, cash banks, and policies pertaining to payroll
- Supervises the programming of Club's Clubessential accounting software and related IT software, as well as service requirements; also troubleshoots phone, internet and POS systems
- Checks club accounts to see the entries are posted correctly; analyze and interpret financial data and recommend changes necessary to improve operational and financial performance

- Works closely with Treasurer and Finance Committee on reporting overall monthly financial condition of the Club, cash flow forecasts, etc.

TRAITS, SKILLS AND COMPETENCIES

- Past experience as a club controller, preferred
- Strong organizational and time management skills
- Professional work ethic, especially accurate and timely reporting of financial statements and issues as well written and verbal presentations; very detailed orientated
- Understand and practice member service philosophy and be fully engaged in and fulfilled by providing members with a one business day response time to questions and inquiries regarding their billing
- Manages time and establishes priorities; is a self-starter and well organized
- Proactively solves problems, develops and proposes solutions to problems that occur, anticipates needs of staff and members, and can quickly react to it
- Solid communication skills both verbal and written, with appropriate personal presence and desire and ability to interact effectively before members, staff and vendors
- Well respected, pro-active member of the management team and is able to generate thoughts and ideas that result in improved member satisfaction and efficiencies
- Continually looks for opportunities to improve the efficiency of club reporting and communication as it relates to accounting – directly and indirectly.
- One who is a “difference maker” wherever they have been in the past
- Proven integrity and honesty
- Committed to professional growth and development, for both themselves and their staff

Interested candidates should send a resume and cover letter to: Greg Pappas, Club Manager

Biltmore Country Club, 160 Biltmore Drive, North Barrington, IL 60010

Email: gpappas@biltmore-cc.com