



Financial Controller Position at The Union Club

About the Club

Founded in 1836, the Union Club is the oldest urban social club in the country. It has often been referred to as the “Mother of Clubs” because it was from the Union Club and its membership that many other private clubs in New York and elsewhere have sprung. Among those New York Clubs still in existence whose founding has some connection with the Union Club are: the Union League Club, the Knickerbocker, the Metropolitan Club, and the Brook.

Today, the Union Club occupies its sixth clubhouse on 69th street and Park Avenue. With 1,500 members and a vibrant events calendar, the Union Club is a welcoming oasis on the Upper East Side. Total gross revenues for the club are \$17 million, \$8.5 million annual dues revenue, \$4 million in food and beverage and substantial revenue coming from the club’s twenty-one well-appointed guest rooms. Squash and athletics are also a big part of the Union Club experience.

About the Position

The Controller will provide strategic oversight and operational excellence, leveraging financial data and forecasting models to assess the club’s financial position and deliver insights that drive informed decision-making and ensure financial sustainability. Reporting directly to the General Manager, the Controller will align financial strategies with the goals and objectives set by the General Manager/COO and the Board of Governors.

The Ideal Candidate

We are seeking a dynamic and experienced professional to take on a pivotal role in the organization. The ideal candidate will possess a combination of strong technical expertise, exceptional leadership skills, and a passion for delivering excellence. This individual will be a strategic thinker and hands-on tactical leader, ready to guide our financial operations and support the team in achieving long-term success.

Key Responsibilities

- Strategic Financial Leadership: Supervise and manage accounting operations, including budgeting, cost accounting, accounts receivable/payable, payroll, and bank reconciliation.
- Proactive Financial Management: Ensure accurate and timely reconciliation of monthly ledgers and execute essential banking transactions and 401(k) remittances.

- Technology Oversight: Lead technology initiatives across the Club and maintain a strong relationship with the IT service provider to keep operations running smoothly.
- Member Engagement: Provide exceptional service by addressing member inquiries and concerns with speed, professionalism, and accuracy.
- Collaboration: Partner with the Finance Committee and leadership team to develop forward-thinking financial strategies and ensure the Club's long-term success.

Key Qualifications and Attributes

Education & Credentials:

- Bachelor's degree in accounting or finance.
- MBA or CPA designation (strongly preferred).
- Professional Experience:
- At least 10 years of professional accounting experience.
- Relevant industry background in country clubs, hospitality, or non-profits.
- A proven career trajectory showing increased responsibility and stability.

Technical & Functional Skills:

- Advanced Microsoft Excel skills and proficiency with financial software and POS systems.
- Expertise in managing IT and Human Resources functions.
- Thorough understanding of nonprofit tax regulations in New York and federal laws.
- Knowledge of Northstar Management System a plus.
- Leadership & Interpersonal Skills:
- Exceptional management, communication, organizational and strategic planning abilities.
- Skilled in supervising, mentoring, and training staff.
- Collaborative leadership style with a focus on fostering teamwork and financial stewardship.

Personal Attributes:

- Integrity, dedication, and a strong work ethic.
- Organized and able to set priorities, delegate tasks, and ensure follow-through.
- Positive attitude and commitment to outstanding members and guest service.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package.

Applying

Please forward cover letter and resume to GM@theunionclub.com. No phone calls please.