**CONTROLLER PROFILE**
**ECHO LAKE COUNTRY CLUB**
**WESTFIELD, NJ**

**CONTROLLER AT ECHO LAKE COUNTRY CLUB**

The Controller is a unique opportunity for a seasoned finance professional to contribute to the Club’s continued success and be a part of its exciting future. Echo Lake Country Club seeks a finance leader and strategic partner who is looking to make a significant impact in a vibrant, close-knit family-oriented club. Your expertise will be valued as you serve as the financial thought partner to the General Manager/COO and Board of Trustees.

**ABOUT ECHO LAKE COUNTRY CLUB**

Echo Lake Country Club traces its roots back to May 1899 when the Cranford Golf Club was established on Lincoln Ave./South Union Ave., in 1912, the Club relocated to Springfield Ave., Westfield, engaging Donald Ross for a new course atop a scenic bluff, completed in 1913 (6,247 yards, Par 72). Bob White enhanced the back nine in 1919. Rees Jones was engaged as the architect for the Club’s Golf Course Master Plan, resulting in many positive changes and improvements to the course over the last eight years.

Echo Lake has hosted numerous national and state championships. It offers members a newly renovated clubhouse in 2021 with stunning views over the golf course and Manhattan skyline, an 18-hole Donald Ross/Rees Jones course, resort-style amenities, pool, paddle courts, family programming and outstanding service.

**ECHO LAKE COUNTRY CLUB BY THE NUMBERS**

* 365 golf members; 112 social members
* 60 FTE employees; seasonal employees added during peak season
* 25,000 approximate annual rounds of golf

**ECHO LAKE COUNTRY CLUB WEBSITE**: www.echolakecc.org

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
***Note: Other duties may be assigned.***

**FINANCIAL MANAGEMENT**

* Oversee all accounts, ledgers, and reporting systems to ensure compliance with GAAP standards and regulatory requirements.
* Maintain internal controls and safeguards for receipt of revenue, costs, program budgets, and actual expenditures.
* Develop, establish, and administer financial procedures and systems.
* Consistently analyze financial data and present accurate and timely financial reports, including monthly, quarterly, and annual financial statements.
* Monitor progress and changes in financial performance and communicate effectively.
* Administer and review all financial plans; compare actual results to budgets, identify variances, and implement corrective actions as needed.
* Develop the annual operating budget and capital spending budget, monitor and report on variances.
* Manage and track the performance of invested assets according to policies and investment guidelines.
* Prepare and maintain accurate financial records, including monthly reconciliations of balance sheet accounts.
* Safeguard all funds in bank accounts; ensure proper and accurate revenue deposits, supervise the drawing of checks, and review daily bank balances.
* Prepare the annual audit and coordinate with external auditors.
* Prepare monthly financials for presentation to the General Manager/COO and Treasurer.
* Maintain the Club Asset Maintenance Plan, coordinating with Club Benchmarking for asset additions and retirements.
* Maintain fixed asset schedules and prepare year-end depreciation schedules.

**ACCOUNTING & AUDITING**

* Supervise the accounting team to ensure efficient operation of all financial processes.
* Develop and enforce policies for accounting, auditing, budgeting, taxes, and related activities.
* Oversee all aspects of the Club’s accounting, financial, and related operations.
* Conduct regular audits of club inventories across all departments.
* Continuously evaluate and improve internal control procedures.
* File all necessary federal, state taxes, including sales & use, dues, tobacco, and others.

**BUDGETING & FORECASTING**

* Serve as a fiduciary and investment committee member for the Club's 401(k) retirement plan, maintaining all plan asset records and documents.
* Gather financial management information and assist the General Manager/COO in developing strategies and tactics to improve the Club's operational efficiency.
* Meet with department managers and professionals to provide analytical support for departmental financial performance.
* Prepare financial statements, forecasts, and analyses related to bi-weekly payroll processing, compensation, and benefits administration.

**RISK MANAGEMENT & COMPLIANCE**

* Oversee the Club’s risk management programs, including management of computer system hardware and software operations.
* Ensure compliance with all licenses and regulatory requirements.
* Evaluate and manage all club contracts and leases.
* Oversee and negotiate annual renewals for property insurance, workers’ compensation, the 401(k) program, and employee benefits.
* Assist the General Manager in making decisions related to insurance plans, including employee benefits.

**CANDIDATE QUALIFICATIONS**

* Strong understanding of finance, accounting, budgeting, and cost control principles, including Generally Accepted Accounting Principles (GAAP).
* Ability to analyze financial data and prepare accurate financial reports, statements, and projections.
* Proficient in short and long-term budgeting, forecasting, rolling budgets, and product-line profitability analysis.
* Excellent verbal and written communication skills, with the ability to read and comprehend basic instructions, write basic correspondence, and speak clearly and concisely.
* Strong problem-solving skills with the ability to apply common sense understanding to execute detailed written or oral instructions.
* Demonstrated ability to work effectively as a team player.

**EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

* Bachelor's Degree (BA) in Finance, Accounting, or a related field.
* CPA preferred but not required.
* At least 10 years of relevant experience in finance or accounting.

**EMPLOYMENT ELIGIBILITY VERIFICATION**
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**SALARY AND BENEFITS**
Salary is open and commensurate with qualifications and experience. The club offers an excellent performance bonus and benefits package, including HFTP membership and professional development.

**INSTRUCTIONS ON HOW TO APPLY**
Please submit your resume and cover letter as follows in Word or PDF format:

 “Last Name, First Name - Resume”
“Last Name, First Name - Cover Letter – Echo Lake”

Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to**Echo Lake Country Club General Manager/COO Greg Colombo, CCM.**Submit to hr@echolakecc.org. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why ELCC and the Westfield, NJ area will benefit you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible but no later than Tuesday, November 30, 2024.  Candidate selections will occur in early December, with the first Interviews expected in mid-December 2024 and the second interviews a short time later.  The new candidate should assume his/her role in January 2025.**