

June 18, 2020

Position Posting:

1. Controller

Wenatchee Golf and Country Club, in East Wenatchee, WA, has immediate need for a Controller. Critical to this position is experience and working knowledge of, Jonas Software.

Experience:

- 5+ years of accounting experience at the Controller level and an accounting degree.
- Experience supervising accounting staff and bookkeepers.
- Experience overseeing information technology operation preferred.

Job Knowledge, Core Competencies and Expectations:

- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.
- Knowledge and understanding of retirement plans.
- Knowledge of pertinent federal and state employment laws, payroll taxes and practices.

Job Summary (Essential Functions):

- Develop policies and written controls to coordinate accounting, auditing, budgets, taxes, and related activities and records; develop, analyze and interpret statistical and accounting information.
- Prepare financial statements, forecasts, and analyzes for all managerial functions.
- Maintain accounting records; develop & interpret statistical and accounting information.

Job Tasks/Duties:

- Formulated, receives and recommends policy proposals relating to accounting and auditing, budget, revenue and cost control procedures, preparation and payment of payroll, tax matters, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with the required supporting schedules and other data necessary for financial reports and records.
- Conducts internal auditing programs to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments and general manager; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help ensure that budget goals are met;
- Reconciles monthly ledgers including receivables, payables, bank, balance sheets, and other asset account, and wage accounts.
- Reconcile members equity; retired equity, pending and update spreadsheets.
- Reconcile Pro Shop credit book and Club Gift Certificates.
- Reconcile Pro Shop clearing account.
- Oversees member billing and collection procedures.

- Negotiates and administers employee benefits including health and life insurance, pension plans and workers' compensation; gather information and assist the general manager in making decisions about employee benefit plans.
- Establishes and maintains tournament accounting records and financial statements.
- Works with the general manager and department heads to plan and manage capital budgets, cash flow statements and monthly profit / loss income statement.
- Oversee payroll data entry, payroll taxes, pay and file reports along with quarterly payroll reports and annual reports.
- Administrate 401K Program, Cobra Program and other Employee Benefits including vacation accrual, sick leave accrual and health benefits.
- Oversee accounts payable, daily cash handling procedures, monthly reconcile safe and petty cash. Membership account adjustments, inventory count accuracy, and bank balance reconciliation. Audits all cash and charge expenditures.
- Change menus, prices, and buttons in Jonas for POS System.
- Help members with website questions.
- Enter monthly JE to various accounts for financials.
- Prepare miscellaneous tax forms monthly excise tax return.
- Maintain Bank Account records and all bank account reconciliations.
- Prepare Board Packets for distribution to the Board including Financial Statements, Accounts Payable reports and Membership reports.
- Prepare annual audit reconciliations and assist Auditor in preparation of the Annual Audit Coordinated Tournament Participant Form - mailing, organizing, and billing all Club Sponsored Tournaments.
- Troubleshoot all Computer/Program questions.
- Help where needed during Club sponsored Tournaments including selling Paramutual Tickets for Golf events, sweeps and golf horse race payouts.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Reconciles bank statements.

IT Tasks:

- Maintains the various computer systems and software packages used by the Club.
- Maintains the Club's website and clubhouse cable system.
- Updates and maintains the accuracy of the public/non-member side of the website.
- Documents all system processes, procedures, and operations, and maintain up-to-date system operations manuals. Club uses JONAS MEMBERSHIP, ACCOUNTING and WEBSITE software and programs. JONAS working knowledge is REQUIRED.
- Serves as a "help desk" for Microsoft Office, Accounting Software, and other applicants.
- Maintains an update system for network security including firewalls.

Reports to:

- General Manager

Please contact Club General Manager, Hugh Graham, to indicate your interest and qualifications, particularly detailing your knowledge of, and experience with, Jonas software systems for private club management.

By phone at **509-884-7105** or by email at hgraham@wenatcheegolfclub.org