

CONTROLLER OPPORTUNITY AT OHOOPEE MATCH CLUB



Ohooppee Match Club is searching for a highly skilled CONTROLLER to lead a high-performing team to achieve the ultimate in delivering exceptional hospitality experiences.

The CONTROLLER position at Ohooppee Match Club is an amazing opportunity to serve its members and guests, at a special private Club located in Cobbtown, Georgia. Since its opening, the vision of this Club is to create a memorable experience for each member and their guests by providing top-level amenities and services. An essential part of Ohooppee Match Club is the outstanding golf, sporting club features, and food and beverage program, providing for members and guests to visit and relish the serenity and comradery with each other.

We are looking for a talented leader who embodies our team's core values of southern hospitality around Respect, Integrity, Sincerity, and Enthusiasm and applies them to achieve excellence every day.

THE CLUB

Spanning more than 3200 acres, the property consists of an 18-hole championship golf course, and sporting activities and offers luxury accommodations to visiting members and guests complete with five-star dining and entertainment.

The Bar and Lounge along with outdoor seating are the gathering spots where members kick back with their favorite cocktail, wine, or craft beer, and socialize with other members and guests. The Grill and Bar menu is designed and displayed daily by the Executive Chef and offers members a southern style yet top-quality culinary experience featuring an eclectic offering of prime, dry-aged steaks, hand-made pasta, seafood and salads.

MISSION STATEMENT

Personalized service is a signature element of the Ohooppee Match Club experience and is present in all areas of the Club.

OHOOPEE MATCH CLUB ORGANIZATIONAL STRUCTURE

OMC operates under the GM/COO organizational structure. The CONTROLLER reports to the GM/COO and works in close cooperation with all departments daily.

CONTROLLER JOB DESCRIPTION

Job Summary:

The Controller will plan and direct the accounting operations of the club. She/He will support and work closely with the General Manager and Director of Operations in the generation, maintenance, management, and assessment of all financial records for the club. The candidate who joins the team needs to be willing to jump in and help to support operations, and most importantly have a passion for all things Finance and Accounting.

Supervisory Responsibilities:

- Oversees the operations of the Accounting Department, which include accounts payable, accounts receivable, bank reconciliations, and payroll.
- Oversees training programs and identifies training needs. Implements and supports the staffing, scheduling, training, and professional development of the department's team members.

Duties/Responsibilities:

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk and ensure compliance with all regulations.
- Supports the development and administration of policies pertaining to financial matters in various areas including finance, accounting, auditing, budgeting, taxes, systems and related activities and records.
- Produces weekly, monthly, and quarterly reports as requested and needed by the General Manager.
- Works closely with department Leaders to establish baseline budgets in preparation for budget season and review by the GM.
- Supports the development of performance measures that support the Club's Strategic direction.
- Maintains and Manages the Clubs Depreciation Software.
- Verifies the accuracy of the accounting and control information held in and reported from the organization's accounting systems.
- Conducts preliminary research on technical accounting issues ensuring any upcoming changes are proactively managed.
- Supports and participates in the month and year-end close process.
- Works closely with the GM and Dir of Operations and other department employees to prepare for the Club's final Annual Audit.
- Costs and prepares Profit / Loss statements for the GM to review.
- Oversees employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package in relationship to the Club's expectations.
- Coordinates with Human Resources on all things people/employee related; communicates needs to the HR department and adjust protocols as needed based on insurance renewals, new policies/procedures, and changes in Leadership direction.
- Provides direction to department Leaders on all procedures/operations related to finance and accounting.
- Interacts with members and member committees as needed.

Desired Skills/Abilities:

- Excellent written and verbal communication skills.
- Experience and understanding of Jonas software, Human Resources, and Office administration..
- Extreme attention to detail, great interpersonal skills, and the commitment to being polished, professional, and friendly always.
- Possess the ability to multitask and take initiative in a fast-paced, high-pressure, and deadline driven environment.
- Demonstratable experience collaborating and working alongside other department Leaders.
- Must excel in writing and verbal communication, specifically during complex financial conversations.

Education and Experience:

- Bachelor's degree in Accounting or Business Administration required.
- 10 years or more of private club work experience is required.
- Certified Public Accountant or Certified Management Accountant designation preferred.



Questions or interested professionals should contact

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