



Country Club of Missouri offers its members one of the finest recreation and dining experiences in the Mid-Missouri area! We are a private member-owned full-service country club with a rich history in the community. Founded in 1971, the Club is known for its beautiful golf course and excellent dining programs, events, and services. The Club is open year-round and offers a variety of sporting and social activities for members and their guests, including golf, tennis, swimming, youth programs, and dining options.

We are seeking an experienced and professional Controller to bring their knowledge and expertise to our exceptional club. We're looking for someone who is current on the industry trends in accounting, finance, and tax, especially in the nonprofit environment. The ideal candidate will be detail-oriented and have a commitment to accuracy and timeliness. We have a fun, family-oriented atmosphere and offer a competitive pay and benefits package that includes free meals, golf privileges, paid time off, company-match 401(k), and medical, dental, and vision insurance.

Under the general direction of the General Manager, the Controller will be responsible for, but not limited to, the following:

- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, 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 required supporting schedules and other data necessary for financial reports and records.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactory and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the various committees and departments; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
- Verifies that all insurance records for club property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Informs and advises other department heads about the financial aspects of their responsibilities.

- Prepares accounting reports necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Attends board and finance committee meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Assists General Manager and Human Resources Director in making decisions about employee benefit plans.
- Negotiates and acquires property and casualty insurance to protect the club's assets.
- Manages assigned projects as they relate to the department and club's needs.
- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Establishes and maintains tournament accounting records and financial statements.
- Monitors collection of past due accounts advises General Manager and board when difficult situations may arise.
- Monitors accounts receivable and take action to establish club policies and procedures.
- Prepares full report of year's financial operations for presentation at the annual meeting if requested.
- Works with department heads to plan and manage capital budgets and cash flow statements.
- Works with department heads to develop annual department budgets; works with General Manager to develop Club budget
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.
- Reconciles special billing AR to event system.

Candidate Qualifications

- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, and statistical analysis.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Knowledge of pertinent federal and state employment laws and practices
- Knowledge of and ability to perform required role during emergency situations.
- Hospitality Accountant Executive (CHAE) recommended.

Experience and Education Requirements

- Bachelor's degree from four-year college or university; Master's degree preferred with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing.

- Five to seven years of professional accounting experience with at least two of those years at the Controller level or equivalent in club operation.
- Experience supervising a staff/team of accountants and bookkeepers.
- Experience overseeing information technology operation preferred.
- Continuing education classes annually is required.

How to Apply:

We are accepting applications now and will begin interviews in September through the end of the month. Qualified candidates must send a cover letter, resume, and salary requirements to General Manager, Robert Rodgers on or before September 20th. Position available October 1st.

Country Club of Missouri
Robert Rodgers
General Manager
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