

STANTON CHASE

I N T E R N A T I O N A L

Executive Search Consultants

Controller/CFO [PROMINENT PRIVATE CLUB] *San Francisco, CA*

The ideal candidate is a skilled accounting professional who will oversee and control all the Club's accounting and finance procedures and systems including financial records and reporting, budgeting, forecasting, internal controls and financial management consulting.

BUSINESS DESCRIPTION

Founded in the 1920's, this private club with a membership in excess of 2,300 enjoys a dominant presence in San Francisco. The club is renowned as both a regional and international leader in its sport and occupies a lovely venue for dining and entertaining.

The mission of the club's Management Team is to ensure an experience of consistent excellence for its members by leading the employees in a spirit of teamwork, professionalism and enthusiasm.

RESPONSIBILITIES OF THE CONTROLLER POSITION

You understand the nuts and bolts of accounting procedures in a private club environment and enjoy overseeing and running the accounting, systems, budgeting and forecasting functions.

This includes supervision and review of all the club's financial operations including: general ledger, payables and receivables, payroll, budget preparation and reporting, and statistical analysis. You are the point person for establishing standard accounting procedures and guidelines, and will consistently review entries to the general and statistical ledgers to assure their accuracy and compliance with same. As necessary, the ideal candidate will recommend changes in financial policies and procedures.

You have experience recruiting and managing accounting professionals.

The Controller will assist in the recruitment of accounting personnel and supervise their daily activity. This individual will attract, train, evaluate and mentor accounting and human resource staff, as well as oversee the IT consultant and work with club's external auditors.

You are experienced and knowledgeable in the club's accounting, catering and point-of-sale software.

The ideal candidate can train staff on these important software programs and remedy issues with the vendor to ensure smooth operations.

You will direct or prepare the monthly trial balance and associated financial statements and reports.

The Controller coordinates and prepares for financial audits. S/he prepares and/or reviews required tax returns. In coordination with the club's committees, departments and general manager, the Controller will prepare operating and capital budgets and financial forecasts, analyzing actual vs. budgeted expenditures, and recommend corrective actions to meet budget goals.

You will negotiate and acquire necessary insurance policies to protect the club's assets.

This person works with the Insurance Committee Chair to ensure all insurance coverage amounts are adequate and properly maintained, recommending any changes to the club's GM/COO.

In brief, the Controller will develop and administer internal financial controls to assure proper compliance and smooth operations, recommending changes that will result in increased profit opportunities.

WHAT ABOUT YOU? YOUR PROFESSIONAL SKILLS AND PERSONALITY

Supervisory Experience and Ability in the Accounting Field.

The successful candidate's background demonstrates a combination of experience, education, and training that would provide the level of knowledge, skill and ability necessary to direct the accounting function of a well-known private club.

You are a proactive solution-oriented individual who is adept at influencing and making decisions.

Comfortable working under project deadlines, the Controller is able to prioritize multiple tasks in a fast-paced environment. Armed with excellent written, verbal and presentation skills, this individual is an independent self-starter who also works effectively in a team environment. You know how to build strong relationships with the various committees and external consultants, and collaborate to reach common objectives.

Educational and Experience Requirements

- B.S. degree with accounting major.
- Minimum 5 years experience with demonstrated supervisory ability.
- CPA desirable.
- Prior experience in a hospitality environment is suggested but not essential.

Compensation

- Competitive base salary and attractive benefits package.
- The club is an equal opportunity employer.

INTERESTED IN LEARNING MORE? CONTACT STANTON CHASE

- **Paul Herrerias, Managing Director** or **Laura Ferracane, Senior Associate**
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ABOUT US: WHO IS STANTON CHASE?

With 58 offices in 37 countries, Stanton Chase is a top-ten global retained executive-search firm.

Our industry niches include: financial and professional services, non-profit and education, technology, life sciences, and consumer products/wines. The Northern California office of Stanton Chase is locally-owned and managed. Clients benefit from our high-touch local knowledge combined with the firm's global reach. More information can be found at www.stantonchase.com.

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