



CG&CC Controller

The Club:

Established in 1897, the Calgary Golf & Country Club is Western Canada's premier private members' golf, recreation, and social club. Nestled along the banks of the Elbow River, a mere 5 km south of downtown Calgary, we are committed to delivering unparalleled facilities, programs, and services to our esteemed members. We strive to recruit enthusiastic individuals with a passion for providing exceptional service and a dedication to their craft. At the Calgary Golf & Country Club, we extend our employees the opportunity for personal and professional growth and an opportunity to be part of the club's unique and prestigious place in Calgary history.

The Position:

The Calgary Golf & Country Club is actively seeking a Club Controller with a strong foundation in accounting, finance, and business principles. The ideal candidate will demonstrate leadership, analytical, and strategic thinking skills. We value individuals who can seamlessly integrate into our culture characterized by openness, mentoring, teamwork, innovation, tradition, creativity, stability, and a commitment to financial results. If you possess these qualities and are excited about contributing to our dynamic environment, we welcome your application.

Reports to the Executive Manager for Administration operations:

- Regularly meets with the Executive Manager, to inform/provide updates on Golf Course operations, Golf Shop, and Clubhouse Operators
- Has responsibility for all administration operations issues concerning CG&CC members.
- Collaborates with the Executive Manager to address matters impacting the financial stability of the operation.
- Provides General Human Resource Assistances and Implementation to the Management Team and Staff.

Controls All Financial Functions

- Develops, implements, and Manages (in conjunction with the Executive Manager) all annual departmental budgets and forecasts.
 - Provide a system of department cost reports.
 - Ensure timely and accurate completion of Finance Committee and Board reporting.
- Demonstrate effective team leadership and contribute to human resource development within the department.
- Financial and operational reporting
- Prepare and coordinate accounting procedures.
- Work with all departments to prepare the annual budget and subsequently prepare monthly variance reports.
- Implement and oversee procedures related to the Club's financial matters.
- Maintain accurate records and prepare financial statements along with government required returns.
- Manage Information Systems / Information Technology (IS / IT). Jonas system experience is an asset.
- Safeguard the club's financial assets by ensuring accurate representation of results, upholding proper business conduct, and preventing fraud.
- Conducts and/or assists with other special projects as required/directed by the Executive Manager.
- Efficiently oversee and processes payroll and benefits administration in a timely manner.
- Oversee the control systems, transaction-processing operations and policies and procedures.
- Ensure timely processing of all invoices to Members.
- Oversee the collection of accounts receivable to maintain financial stability.
- Ensures prompt payment of accounts payable.
- Ensure periodic bank reconciliations are completed.
- Generate timely and comprehensive financial statements.
- Calculate variances from the budget and report significant issues to management.
- Coordinate the provision of information to external auditors for the annual audit.
- Actively manage the credit facility, monitor debt levels and compliance with debt covenants.
- Comply with local, provincial, and federal government reporting requirements, including tax filings for a non-profit organization.

Experience

- 10 years of progressively responsible hands-on practical experience in finance and bookkeeping/accounting.
- Minimum 3 years of experience in a management role, specifically as a Controller or in a similar capacity.
- Experience in the private club or service industry is considered an asset.
- In-depth knowledge of relevant and current corporate finance and accounting principles, laws, and best practices for a non-profit organisation.
- Extensive experience, expertise, and knowledge in dealing with accounting systems, budgets, internal controls, and asset management.
- Demonstrated experience in creating and managing budgets for medium to large organizations, with strong proficiency in Microsoft Excel
- Strong knowledge of financial analysis and forecasting.
- Possesses sound analytical thinking, planning, prioritization, time management and execution skills.

Educational Experience

- BS/BA in accounting, finance, or relevant field; MS/MA is considered an asset.
- CPA or other relevant qualification are advantageous

Core Proficiencies

- Diplomatic, Analytical, Strategic Planner, High Attention to Detail, High Levels of Integrity and Confidentiality, Member Focused, Decisive, Problem Solver, Results Focused, Organized, Excellent Time Management Skills.

Salary Details

- The Club will offer an attractive compensation package, commensurate with experience,
 - which will include a competitive base salary and full benefits, including?
 - Full Health and Dental Benefit Coverage
 - LTD and Life
 - Pension Plan
 - Daily staff meal
 - Parking

Be part of our team, where your deep knowledge, in finance will play a crucial role in driving the success and expansion of our organization. We warmly welcome you to apply for this important position, within our highly respected organization.

Email your resume to p.nurse@cgandcc.com

