



Controller – Accounting

We have an amazing opportunity for candidates with a successful track-record of leadership and exceptional financial operations management and leadership in private clubs or high-end establishments in the hospitality industry. We are conducting the controller search for Victoria Golf Club, a private, full-service golf club, located in the Oak Bay community of Victoria BC. We are looking for a hands-on, detail-focused, financial professional to continue to bring operational efficiencies to the club, as well as a visionary leader to focus on long-range and strategic planning.

Mission Statement: Victoria Golf Club provides an exceptional golf & social experience for members and their families.

Vision Statement: While remaining true to its golfing traditions, Victoria Golf Club will deliver an exceptional golf experience, and maintain a high standard of excellence, in a friendly, respectful, and relaxed atmosphere. The Club will strive to enhance the member experience with new amenities and services that support golf, increase relevance and focus on member satisfaction.

VICTORIA GOLF CLUB BY THE NUMBERS

- 1893 Established
- 1600 Members
- Approximately 100 Employees
- 42,000 Rounds of golf annually (pre-COVID)
- 12 Board members
- Average Age of Members: 58
- VICTORIA GOLF CLUB WEBSITE: <https://victoriagolf.com/web/pages/home>

JOB DESCRIPTION

The Controller position of Victoria Golf Club holds full accountability and direction of fiscal operations of the Club that include, but not limited to, financial reporting, forecasting, auditing functions, compliance for financial, treasury management recordkeeping, financial policies and procedures.

The successful candidate:

- Works with the GM/COO, Board, and Finance Committee to develop and implement goals, policies and procedures for the management of Club's finances.
- Prepares, reviews, and analyzes financial statements, reports, projections and budgets for Club; maintains knowledge of Club trends in financial processes and procedures.
- Maintains membership database to ensure proper invoicing and accountability of member dues and payments – works effectively with Director of Membership for member activity.
- Acts as key contact for Club bank accounts, member accounting issues, and vendor and payable issues, and Club auditors.
- Ensures all organization tax return filings and business licensing are maintained accurately and on time for the Club.



- Handles and monitors cash, investments and recorded debt set forth by Board guidelines.
- Manages and develops Accounting staff for timely and accurate payment applications, statement production, receivable payments, member inquiries, and report writing
- Holds approval authority for expenses and petty cash disbursements, including caddie payments.
- Maintains long term capital project schedules, files, budgets, costing and payouts and capital asset study.
- Prepares projections for Club operating costs and revenues, and provides timely data.
- Reviews and recommends vendor and utility services, provisions and contracts.
- Reconciles all bank account statements for month-to-month accuracy of bank activity that serves as part of internal audit function.
- Instrumental in IT recommendations for software and hardware updates, implementations and maintenance that will produce the best reporting results and cost-effectiveness.
- Ensures operations of Club's financial standards, methods and operations are compliant and current with all local, provincial and national agencies.
- Provides financial analyses for capital investments, contract terms, and pricing decisions of Club services.
- Develops and maintains quality control and operational procedures for staff and department operations.
- Reports and presents to Finance and Executive Committees and Board as required.
- Maintains Accounting Department procedure manual.

CANDIDATE QUALIFICATIONS

- Long-range planning and financial planning, including reserves studies.
- Effective responsiveness in verbal and written communications skills.
- Word, Excel, PowerPoint, POS and industry specific software experience necessary at least an Intermediate level.
- Demonstrated leadership ability for staff management and planning for staff development.
- Ability to strategize short- and long-term planning to achieve Club's financial goals.
- Exhibits a positive attitude with members, management and staff.
- Demonstrates continued departmental improvement initiatives.
- Supportive of Club policies and procedures, and be open to and contribute to, new or improved methods of operation.
- Possess organizational skills to support efficient production.
- Maintains affiliations in appropriate professional associations to remain current in profession.
- Participation in appropriate industry educational seminars and workshops/conferences to increase knowledge of trend, best practices and IT applications for Club and financial operations, as well as to enhance skills overall and establish networking contacts



EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Degree in Accounting, Finance or Business Management (with emphasis on Finance)
- CPA accreditation a plus; or the equivalent of proven 5 years progressive experience in financial management position that demonstrates major functions, responsibilities and qualifications.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers a performance bonus and benefit package including professional development.

INSTRUCTIONS ON HOW TO APPLY

Please email your resume and cover letter to scott@victoriagolf.com. Your letter should be addressed to Scott Kolb, General Manager, Victoria Golf Club. Clearly articulate why you want to be considered for this position and why Victoria Golf Club will likely be a fit for you if selected.