

BUSINESS OFFICE MANAGER/ CONTROLLER

Boston Yacht Club, Marblehead, MA

The Boston Yacht Club (BYC) is a private yacht club established in 1866, making it one of the oldest in the United States. The club has approximately 500 members, several dining outlets, private event space, guest rooms and dock service throughout the Marblehead Harbor.

POSITION DESCRIPTION:

This position requires a highly motivated, hospitable individual who is able to provide leadership and direction to all department heads and staff in accounting and finance matters in addition to being an integral member of a team providing outstanding member relations and services. The position's primary duty is to serve as the Business Office Manager, but is also responsible for all the accounting, finance, budgeting, human resources and insurance needs of the Club.

The Business Office Manager is the financial advisor to the General Manager, and the member elected Club Treasurer. The Business Office Manager also provides reporting data and operational performance to the Finance Committee and the broader Board of Trustees. This position executes club fiscal policies and ensures compliance with corporate fiscal and tax requirements. The Business Office Manager is also responsible for employee human resource matters, member accounts, and vendor management.

The Business Office Manager is responsible for the creation and management of the annual budget and monthly forecast including the Club's cash flow projection. The Business Office Manager, in coordination with the Club's Treasurer, is also responsible for reviewing expenditures for qualification for capitalization, as well as providing reports to monitor capital spending. Because of the nature of the information processed in the accounting department, the Business Office Manager uses discretion and independent judgment to make decisions that affect the financial performance of the Club, and reports to the Finance Committee on issues such as collections and the decision to waive or adjust certain Member charges. The Business Office Manager has the primary responsibility for monitoring internal controls and protecting the Club from inappropriate use or loss of assets. The Business Office Manager position works independently, with direction and supervision, as needed, from the General Manager.

ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES:

- An integral member of the Management Team of the Club and the resource for advice and counsel on the financial, member, and employee aspects of each and every individual department within the Club;

- Implements fiscal policies and ensures compliance with those policies, including HR related policies;
- Prepares and presents accounts receivable and membership information. Prepares managerial reports regarding the Club's financial condition, prepares financial analysis and presents the results to the General Manager and Department Heads.
- Creates the annual financial budget and monthly forecasts working with, and assisting the General Manager and other Department Heads, Finance Committee, and Treasurer in making proper financial assessments and applications of the budget and forecast;
- Ensures timely payment of all expenditures (i.e. vendors, leases, notes, etc.)
- Reconciles all general ledger accounts monthly;
- Handles and resolves member complaints (with input and guidance from the Commodore, GM, and others as required) and issues having to do with billing, collections, payments and other problems;
- Responsible for the timely and accurate production of weekly, monthly and annual financial results and reports; coordinates with the outside auditors to prepare all tax returns and comprehensive financial statements including Income Statement, Balance Sheet and Statement of Cash Flow prepared in accordance with GAAP.
- Prepares variance analysis and other analytical reports
- Processes Member Initiation and Capital Fees and Dues, including ensuring the proper completion of all membership documents.
- Executes and reviews all accounting and financial operating procedures for the Club;
- Ensures proper processing of payments ensuring compliance with all taxing regulations. Prepares all monthly sales and use taxes and mixed beverage gross receipt taxes.
- Safeguards all deposited and invested funds, assures that revenues are properly recorded and timely deposited, and manages the drawing of all checks and electronic payments.
- Directs and verifies the taking of inventories for food, beverages, supplies, equipment furnishings etc.
- Directly supervises the other staff in the BYC office.

- Responsible for processing of payroll and related tax, insurance, and benefit payments.
- Manages worker compensation claims with all relevant parties and maintains OSHA logs.

CANDIDATE QUALIFICATIONS:

A qualified candidate will have a Bachelor's degree with 5-10+ years experience in accounting or as a Controller, Assistant Controller, or similar business experience: work experience within a private club or hospitality environment is not required but would be a plus. A demonstrated knowledge of current methods and practices of accounting, auditing, and budget preparation is needed. Strong familiarity with accounting technology, accounting software/Club Essentials, and accounting procedures for clubs is preferred. Ability to analyze and communicate financial information, both verbally and in writing, in clear and concise terms is required. Strong organizational and people management skills will be needed to implement the practices that will run the Business Office Manager's office as an efficient workplace. Expertise in Microsoft products is required.

COMPENSATION:

Competitive and commensurate with experience. Vacation, medical, dental and disability in accordance to Club plan, along with eligibility for 401k participation. This is a full-time year-round position.

Application Process: Interested candidates should submit a resume and cover letter to the General Manager, Lauri Moore at lmoore@bostonyc.org.