

Job Title: Controller

Location: Beverly Yacht Club, Marion MA.

Position Type: Full-Time

Job Summary:

The Beverly Yacht Club is seeking a detail-oriented, proactive, and experienced **Controller** to join our finance team. The primary responsibility is to manage the club's accounting function, as well as HR/Payroll and other related administrative duties. The role will report to the General Manager, and work closely with, and support the member elected Treasurer, and the Club's Finance Committee. The Controller must be adaptable and flexible to address the needs of the Club's seasonal business.

The Controller's focus and responsibilities will be overseeing all financial activities within the club, ensuring compliance with accounting principles, managing budgets, financial reporting, and providing strategic financial analysis to support decision-making. This role plays a critical part in maintaining the fiscal health and operational efficiency of the yacht club, while ensuring our members receive outstanding service.

Key Responsibilities:

- **Financial Management:**
 - Oversee all aspects of accounting, including general ledger, accounts payable, accounts receivable, payroll, and bank reconciliations.
 - Manage the preparation and accuracy of financial statements and reports in compliance with applicable laws and regulations.
 - Assist in the development and management of the club's budget, ensuring financial goals are met.
 - Conduct financial forecasting and analysis to assist senior management with strategic planning and decision-making.
 - Monitor cash flow and oversee treasury management to ensure the club's liquidity is maintained.
 - Provide leadership in the development and implementation of accounting systems, policies, and procedures.
- **Internal Controls and Compliance:**
 - Develop and implement internal controls to safeguard club assets and ensure accurate financial reporting.
 - Ensure compliance with all relevant financial regulations, tax laws, and reporting requirements.

- Coordinate with external auditors during the annual audit process and ensure that audit requests are completed in a timely manner.
 - **Financial Reporting:**
 - Prepare monthly, quarterly, and annual financial reports for senior leadership, board of directors, and other stakeholders.
 - Provide regular financial analysis and variance reports to support budget planning and decision-making processes.
 - **Member Financial Services:**
 - Oversee the processing of membership fees, billing, and collections.
 - Assist members with inquiries regarding account status, transactions, and financial policies.
 - **Additional Responsibilities:**
 - Human Resource administration to include payroll processing and timecard management.
 - Employee file maintenance
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Qualifications:

- **Education:** Bachelor's degree in Accounting, Finance, or related field (CPA or equivalent certification preferred).
 - **Experience:** Minimum of 5 years of experience in accounting or finance, with at least 2 years in a management role. Experience in hospitality, leisure, or non-profit industries (such as yacht clubs, golf clubs, or resorts) is a plus.
 - **Skills:**
 - Strong knowledge of accounting principles, financial reporting, and budgeting.
 - Proficient in accounting software (experience North Star systems or similar platforms preferred).
 - Excellent analytical, organizational, and problem-solving skills.
 - Strong leadership and interpersonal skills, with the ability to collaborate effectively with both internal teams and external stakeholders.
 - Exceptional attention to detail and ability to handle multiple priorities in a fast-paced environment.
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Compensation:

- Competitive salary based on experience.
 - Comprehensive benefits package, including health insurance, and paid time off.
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How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience by emailing the General Manager, Robert Shorter, CCM at rshorter@beverlyyachtclub.org. Please include “Controller Application – [Your Name]” in the subject line.

Deadline for resumes is May 1st. We hope to fill the Controller position on or before June 1st.

The Beverly Yacht Club is an equal opportunity employer.

This job description is intended to convey essential information about the scope of the Controller's role at the Beverly Yacht Club. It is not intended to be an exhaustive list of duties or qualifications. The yacht club reserves the right to modify this job description at any time.