



Birchwood Country Club | Westport, Connecticut Controller

About the Club

Birchwood Country Club was officially incorporated in 1946 and quickly established itself as a premier destination for excellence in the region. Under the guidance of visionary leadership, the Club enlisted the expertise of renowned golf course architect Orin Smith to transform the neglected eighteen-hole course and introduce an invigorating nine-hole layout. This foresight paid off, as Birchwood was recognized by Sports Illustrated in 1999 as one of the Top 10 nine-hole courses in the nation—a distinction reaffirmed by Golf World in 2010, which ranked it as the sixth best.

From its inception, Birchwood has cultivated a distinguished membership primarily drawn from the Westport area, creating an atmosphere of camaraderie and prestige. The Club is celebrated for its exceptional golf and outstanding dining experience, and it is consistently hailed as the finest in Westport. This makes Birchwood a coveted destination for both members and their guests.

Beyond the golf course and exquisite dining, Birchwood offers a wealth of amenities for the entire family. With seven Har-Tru tennis courts, two paddle courts, three pickleball courts, and a picturesque pool, there is something for everyone to enjoy in the scenic pastoral setting.

At Birchwood Country Club, we are committed to continual improvement and investment in the Club's facilities. Recent enhancements include adding three pickleball courts in 2023 and a comprehensive kitchen renovation in 2024, featuring state-of-the-art equipment and an upgraded Chef's line. Looking ahead, the Club plans to further elevate the member experience with golf course renovations, a permanent simulator room, and an upgraded tennis facility.

With gross revenues exceeding \$7.2 million and dues revenue around \$4 million, Birchwood boasts a dedicated board of 15 members and a seasonal staff of 125 employees. The Clubhouse operates for 10.5 months of the year, with limited services in January and closure in February.

About the Position

The Controller is a pivotal member of the Executive Management Team at the Club, responsible for overseeing all accounting and financial operations. This role requires a strategic thinker who collaborates closely with the Finance Committee, Treasurer, and General Manager to drive financial excellence and support the Club's growth. The Controller will ensure robust financial management practices while fostering effective organizational communication.

Key Responsibilities

- **Financial Leadership:** Oversee all accounting, auditing, budgeting, and taxation functions to ensure accuracy and compliance and provide timely monthly reports to the Board.
- **Strategic Support:** Collaborate with the Finance Committee and leadership team on budget development, cost-benefit analysis, and forecasting needs.
- **Data Analysis:** Analyze and interpret statistical and accounting information to evaluate operational results, identifying trends and opportunities for increased profitability.
- **Policy Development:** Develop and implement financial procedures and systems to enhance efficiency and internal controls.
- **Insurance Management:** Serve as the liaison with insurance brokers and agents to ensure comprehensive coverage and accurate record-keeping.
- **Membership Expertise:** Address membership billing and fiscal inquiries promptly and professionally, ensuring member satisfaction.
- **Technology Oversight:** Manage technological initiatives across the property, maintaining strong relationships with IT service providers.
- **Manage the Human Resources functions** from administering benefit plans to maintaining excellent employee information.
- **Team Management:** Directly supervise the accounting staff, promoting clear communication and practical direction to achieve departmental goals.

About the Ideal Candidate

The ideal candidate position for the Controller position will embody integrity, professionalism, and a passion for excellence. He/she will have a solid educational background and extensive experience and possess the leadership qualities necessary to drive the Club's financial success and enhance member satisfaction.

- Seven+ years of professional accounting experience, including at least three years in a Controller role, with experience ideally in private clubs, hospitality, or non-profit sectors.
- A proven track record of career advancement with increasing responsibilities, reflecting stability and commitment.



- Hands-on experience managing IT and Human Resources, ensuring smooth administration and implementation of related initiatives.
- We have demonstrated success in leadership and management, with exceptional verbal and written communication skills.
- Advanced proficiency in Microsoft Excel and familiarity with financial and accounting software, including POS systems.
- Knowledge of Connecticut State and Federal Income Tax regulations.
- A bachelor's degree in accounting or finance is necessary, and an MBA and CHAE or CPA certification are highly desirable.

Apply for This Position

Interested candidates should complete the online candidate profile form and submit a compelling cover letter and resume for consideration to DENEHY Club Thinking Partners at <http://denehyctp.com/apply-for-a-position/>. If you have any questions or to recommend a candidate, please contact Karen Alexander at 203 319 8228 or by email at karen@denehyctp.com.