



SPOUTING ROCK BEACH ASSOCIATION

Financial Controller

SRBA Company Description

Spouting Rock Beach Association, more commonly called Bailey's Beach, has been a member-owned family club since the late 1890s. Originally named for a geological formation occupying 5.7 acres along the shores of Newport, Rhode Island, the Club has attracted notable members of American families since its inception. Today, the membership enjoys comfortable club facilities, timeless views, and strong culture and traditions. The Club is open every day from Memorial Day weekend through the end of September.

Job Description

The ideal candidate for this annual role should possess a bachelor's degree in accounting or finance. With a minimum of five years of professional experience in finance and accounting, including three or more years at a Senior Accounting level, preference is given to those with a background in Clubs and other hospitality organizations. Consideration will be extended to experienced accounting professionals from diverse organizational backgrounds.

Areas of Responsibility

- Responsible for directing the financial operations of the club.
- Supervise the accounting functions and directly assist the General Manager on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control.
- Prepare timely weekly/monthly/quarterly/annual financial reports.
- Prepare and ensure the accuracy of daily Club revenues via the Income Journal.
- Monitor and control Club operations and operating forecasts for the Club.
- Preparation of monthly bank reconciliations and general ledger account reconciliations for Club as necessary.
- Ensure compliance with the Club's Accounting Policies and Procedures and internal controls.
- Effectively manage and communicate issues related to managing receivables, payables, and timely deposits of all funds.
- Monitor Club revenues and expenses to ensure accurate recording by the Club's established guidelines. Advise Department Heads on maintaining the department heads Club's financial objectives.
- Prepare monthly P&L including commentary on all material variances.
- Reconciliation of the balance sheet as part of month end processes e.g. fixed assets, inventory, bank, accounts payable and receivable, payroll,
- Prepare and distribute member monthly statements.
- Coordinate the budget process and assist in developing projections for future financial performance.
- Manage the audit process and prepare financial statements in compliance with regulatory requirements.
- Participate as an active member of the management team.
- Oversee all Club accounts and investments.
- Support the production of an annual capex report.
- Management of payroll.



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- Supervise and work in close collaboration with the Purchasing department to ensure Club regulations and guidelines are applied.
- Serve as liaison to the finance committee and The SRBA Foundation a (501) C.
- Report to the GM with timely and accurate financial information.
- Assist the GM in presenting report to Club Board and Members

Skills & Competencies:

- Minimum of five years of experience in a Club or Hospitality environment at a senior level.
- Knowledge of a Club Property management system is essential.
- Strong knowledge of accounting systems
- Analytical and report writing skills.
- Solid written and verbal communication skills.
- High attention to detail.
- Cash flow management.

Benefits

- 401(k)
- Dental insurance
- Health insurance
- Vision insurance
- End of Season Bonus (Up to 10 percent of Net Salary)
- Remote working
- Up to 20 days' vacation in year 1

Package

\$120,000-\$130,000 a year

To Apply

Send Cover Letter and Resume to General Manager, Daniel Brown

Jobs@srba.us