

Accounting/Office Manager

Richmond Golf Club

Richmond, California

Full-Time Position / Reports to: General Manager

Classification: Exempt

About Richmond Golf Club: Richmond Golf Club offers a championship golf course, as well as a full scale driving range and recently remodeled short game practice sanctuary. The Club was incorporated in 1924 and hosted numerous PGA and LPGA tournaments in the 40s and 50s. We are a private club with approximately 480 members. We host an array of events and activities, whether it's a lively social gathering, a themed dinner party, or a charitable event. The club has one large Bar and Dining Room, the Patty Berg Banquet Room, Members Private Lounge, the Tenth Tee Oasis, as well as a Men's and Ladies Locker Rooms.

Required Education and Experience

- Accounting Certificate, Associates Degree focus in accounting and coursework in financial analysis.
- Five to seven years professional office experience with at least two of those years in a supervisory/management capacity in a club operation.
- Experience overseeing information technology operation preferred.

Job Knowledge, Core Competencies and Expectations

- Consistently monitors cash flows.
- Must be able to manage POS Systems - JONAS POS experience - a plus!
- Must be able to manage all aspects of Human Resources (HR) re: employee hiring, termination, payroll/compensation, retirement plans and health and life insurance plans. Maintains confidentiality procedures relating to club and employee issues. Negotiates and administers employee benefits including health, life insurance and pension plans; gathers information and assists the general manager in making decisions about employee benefit plans.
- Selects, trains, schedules and evaluates office and accounting staff.
- Monitors and manages accounts receivables and collection of past due accounts.

- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Reconciles bank and credit card statements.

Physical Demands and Work Environment

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.

Employment Verification and Eligibility: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Salary and Benefits is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package.