



THE ROYAL OTTAWA GOLF CLUB

Job Description

Controller

The Royal Ottawa Golf Club is a prestigious private golf club located in Gatineau, Quebec, Canada, established in 1891. With twenty-seven holes, including the renowned main Course and the Royal nine, the club offers a challenging and enjoyable golfing experience. Alongside exceptional practice facilities and professional instruction, the club features a welcoming clubhouse with dining options and banquet facilities. Known for its outstanding service and sense of camaraderie, membership at **The Royal Ottawa Golf Club** provides exclusive access to top-notch amenities and a tradition of excellence in golf and hospitality. This high standard requires exceptional staff, and we have a team of over 200 employees to deliver upon these goals to our 1300+ members.

Details

<i>Department:</i>	Administration
<i>Reporting To:</i>	General Manager
<i>Hours of Work:</i>	Full Time, Year-Round
<i>Job Location:</i>	On-site: 1405 Aylmer Road, Gatineau, PQ

Position Summary

The Royal Ottawa Golf Club has an exciting opportunity for a strong, experienced Controller who will act as a key member of the Senior Management team. Reporting to the General Manager, the Controller will be responsible for all aspects of the Club's budgeting and financial wellbeing. The Controller will oversee and manage the Finance Department comprised of an Accounts Payable Administrator, Accounts Receivable Administrator and Payroll Administrator.

The Controller is responsible for maintaining all budgets and financial decisions with the Club's long-term strategic plan in mind. The position requires outstanding attention to detail and is ideal for an accounting professional experienced in a fast-paced work environment. Superior communication, organizational, and people management skills are also required. Reporting to the General Manager, the Controller will directly support the Board of Directors and Administrative office of the Club through accurate financial analysis and reporting.

Since Board and Committee members serve the Club on a part-time basis and for only several years at a time, it is critical that the Controller proactively provides the professional financial continuity and direction that the Club requires, in order to retain its position as the foremost organization of its kind in the National Capital Region.

OTTAWA'S PREMIER
GOLF CLUB SINCE 1891



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Core Competencies

- Communication
- Time Management
- Creative and Innovative Thinking
- Professionalism, Tact and Diplomacy
- Accountability and Dependability
- Research and Analysis
- Decision Making and Sound Judgement.
- Ethics, Integrity and Confidentiality
- Planning and Organizing
- Teamwork
- Coaching & Mentoring

Key Duties & Responsibilities

Finance Department Operations

- Leads the operations of the Finance department which includes supervising the Accounts Payable, Accounts Receivable, and Payroll Administrators.
- Motivates and leads team members by providing feedback and coaching.
- Evaluates, implements, and champions policy updates, procedures and controls.
- Ensures inventory controls are in place and being followed.
- Prepares timely, accurate and relevant financial statements and analysis on a monthly basis for GM, Finance Committee & Board of Directors
- Leads the fiscal year-end cycle, collaborating with associated parties to ensure the Club's financial health year-over-year.
- Prepares financial remittances to government agencies and manages tax declarations.
- Responsible for oversight and review of all payroll and benefits administration
- Completes special tasks and projects as required.

Budgeting/Monitoring/Forecasting

- Responsible for preparation of annual budgets, broken down into monthly reporting, for all departments of the club, in conjunction with the Senior Management team.
- Works closely with the General Manager and Senior Management Team to forecast and model revenues and expenses on a regular basis.
- Develops a financial reporting system that incorporates industry benchmarks.
- Prepares and analyzes reports for audits, year-end, membership, and AGM.

Long Term Capital Planning

- Contributes to the development of the 10-year Long Term Capital Budget and Strategic Planning process through cash flow forecasts.
- Models financial scenarios related to debt repayment and asset re-capitalization.
- Updates and refines capital asset listing.

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Qualifications:

- A post-secondary degree in Accounting, Finance, Economics, or Mathematics.
- An active professional accounting designation (CPA, CMA, CGA, or CA) is considered an asset.
- Minimum 5-10 years' of progressive accounting experience.
- 3+ years of supervisory experience.
- Advanced knowledge of Microsoft Excel.
- Advanced knowledge of reporting and financial statement preparation.
- Strong analytical, time-management and organizational skills.
- Bilingualism – fluency in both English and French (oral and written) preferred.
- Excellent written and verbal communication skills.
- Detail orientated problem solver.
- Comprehensive experience with the Microsoft Office suite is required.

Remuneration & Benefits

- Competitive salary commensurate with experience
- Retirement savings through a defined contribution pension plan with company matching.
- Comprehensive Group Benefits plan including Vision, Extended health care, Short term and Long term disability.
- Daily meal provided by club.
- Golfing privileges on a limited basis

We believe in the importance of diversity and inclusion. If you meet the qualifications above, please submit your resume by email to the **General Manager Gregory Richardson, CCM, CCE** grichardson@rogc.com.

We thank all candidates that apply but will only be in touch to arrange interviews with those candidates who meet the job parameters.



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