



## About our Sample Accounting Jobs Descriptions for Clubs:

The HFTP Americas Research Center, with guidance from members of the HFTP Club Advisory Council, has developed example job descriptions for accounting positions in private clubs. The process involved reviewing sample job descriptions and compiling the information into standardized job descriptions.

Staff sizes can vary depending on the size and complexity of the club. An assistant controller at a smaller club may have accounts receivable or accounts payable responsibilities; while at a larger club, they might employ an accounts receivable or payable clerk who performs these functions. For this reason, there is an overlap in job functions for many of the accounting and finance positions.

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## Accounts Payable Clerk

The accounts payable clerk is responsible for processing all accounts payable. Invoice and prepare checks for signature and distribution.

### Duties

#### ***Essential Functions:***

- Process manual checks and maintain control log.
- Ensure club policy is followed for invoice approval procedures.
- Maintain and control voided check log.
- Print accounts payable checks and attach invoices to the checks.
- File check vouchers and invoices after processing.
- Verify invoice extensions, footings and the sales tax that is charged, if required.
- Distribute invoices to department heads for approval.
- Make sure invoices are properly verified for quantities and signed approval for payment
- Post invoices in the computer following internal controls to assure that only valid, approved and accurate vendor invoices are recorded and paid.
- Communicate with managers regarding invoice processing, statement reconciliation and other accounts payable issues.
- Copy all fixed asset invoices for the permanent file.
- Match purchase orders to invoices.
- Match product received to billed invoices.
- Maintain vendor files and good vendor relationships.
- Maintain the accounts payable database.
- Match all vendor statements to the month-end accounts payable aging due list.
- Reconcile and close the accounts payable system for the month.
- Process weekly accounts payable invoices and checks.
- Review vendor statements with processed invoices and resolve missing or discrepancies with amounts.
- Process 1099s at year end, obtain W-9's from new vendors where appropriate, and assist with credit applications, certificate of exemptions and W-9's.
- Complete and/or assist in audit of all cash banks.
- Assist the needs of members, as required.
- Adhere to all federal, state and local laws.

*(Description continues on page 3)*



## Accounts Payable Clerk *(continued)*

### ***Additional Job Duties:***

- Assist with processing payroll as needed.
- Assist with accounts receivables duties as needed.
- Perform general cashier duties such as maintaining petty cash, change banks, and miscellaneous cash as needed.
- Assist with year-end audit as directed by the Controller.
- Other duties as assigned.

## Job Requirements

### ***Required:***

- Experience with accounting software, specifically accounts payable module.
- Proficient computer skills including Microsoft Office, especially Outlook email and Excel.
- High school diploma or GED.
- Previous experience in accounting, private club operations, or other hospitality experience.

### ***Preferred:***

- Associate's or bachelor's degree in accounting.
- Experience with retail POS and other specialized software applications.
- Education and/or degree in accounting or related area.
- Accounting experience in a private club.
- At least 2 years previous experience in accounting.



## Accounts Receivable Clerk

The accounts receivable clerk is responsible for processing all membership billing items, including monthly charges (dues, etc.), point of sale charges and other miscellaneous billing. Also handles researching and resolving accounts receivable discrepancies, reviewing and analyzing data, monitoring member account details, processing payments and printing or emailing statements at month end.

## Duties

### ***Essential Functions:***

- Review and research accounts receivable discrepancies including tracking discrepancies, creating exception reports and working with club personnel/management.
- Process credit memos for approved adjustments such as late fees.
- Process approved manual adjustments to correct discrepancies between the accounts receivable sub-ledger and general ledger.
- Reconcile general ledger accounts.
- Audit daily chits and update end of day POS activity to member's accounts from all departments.
- Generate, print and mail club member statements/billings and maintains records.
- Process member payments as necessary and post cash payments received from members.
- Investigate inquiries on member charges and respond to member inquiries on their account in a friendly and timely manner.
- Process and reconcile credit cards where applicable.
- Generate weekly/monthly aging reports, including delinquencies and non-member accounts.
- Assist and support documentation responding to internal and external auditors.
- Process daily income journal.
- Run month end reports and close A/R.

### ***Additional Job Duties:***

- Other duties as assigned.
- Special projects and other functions as required by manager
- Assist with accounts payables as needed.
- Assist with payroll as needed.

*(Description continues on page 5)*



## Accounts Receivable Clerk *(continued)*

### Job Requirements

#### ***Required:***

- Background in hospitality accounting.
- High school diploma or GED.
- Proficient in Microsoft Office, especially Outlook email and Excel.
- Strong organizational skills.

#### ***Preferred:***

- Minimum of 2 years prior experience in a private club environment, accounting, or hospitality.
- Associate's or bachelor's degree in accounting or finance.
- Proficient in club specific or related software.



## Assistant Controller

The assistant controller supports the controller through preparation and maintenance of accounting transactions/reports which may include general accounting, costing or budget data. This position may include supervisory duties of accounting staff as assigned.

## Duties

### ***Essential Functions:***

- Accounts Receivable
  - Reconcile and post daily sales.
  - Post account adjustments.
  - Post and track member payments.
  - Process monthly member statements.
  - Prepare and/or oversee preparation of member bills.
  - Coordinate and reconcile party billing and member events in POS system.
- Accounts Payable
  - Receive and track invoices.
  - Work closely with departmental managers to coordinate accurate coding and posting of invoices.
  - Timely processing of vendor checks.
  - Reconcile vendor statements.
- Human Resources and Payroll
  - Maintain employee files.
  - Track employee benefits and training milestones.
  - Work closely with departmental managers to ensure proper enrollment of new employees.
  - Process bi-weekly payroll.
  - Prepare and print payroll reports.
  - Assist in state and federal tax reporting and filing.
  - Maintain accounting personnel files.
- Member services
  - Act as point of contact with members.
  - Interact with members regarding monthly statements.

*(Description continues on page 7)*



## Assistant Controller *(continued)*

### ***Essential Functions (continued):***

- Other
  - Complete all other duties as assigned by the Controller and/or General Manager.
  - Assist accounting staff as directed.
  - Financial statement preparation as directed, including subsection review.
  - Month-end reports and reconciliation.
  - Assist with annual audit.
  - Assist with budget preparation, including assisting department heads with budget preparation.
  - Adhere to federal, state and local laws.

### ***Additional Job Duties:***

- Order office supplies for the administrative offices.
- Provide telephone back-up to the front desk receptionist.

## Job Requirements

### ***Required:***

- Background in hospitality accounting.
- Bachelor's degree in related area.
- Proficient in Microsoft Office.
- Strong organizational skills.
- A minimum of 2 years prior experience in a club environment.

### ***Preferred:***

- A minimum of 5 years accounting experience in a private club.
- Bachelor's degree in accounting, finance, or related area.
- Proficient in club specific or related software.



## Bookkeeper

The bookkeeper supports the accounting department by completing day-to-day accounting duties in a combination of accounts payable, accounts receivable, payroll and other duties as assigned.

### Duties

#### ***Essential Functions:***

- Process accounts payables including, but not limited to, processing bills for vendors and suppliers.
- Process accounts receivables including, but not limited to, member dues.
- Assist with payroll processing.
- Human resources responsibilities as assigned.
- Order office supplies, process mail, answer telephone and other general administrative responsibilities.
- Customer service interactions and answering member questions.
- Data entry in accounting software and spreadsheets.
- Review and post daily sales recaps, correct information as needed, and prepare daily bank deposit.
- Process monthly and quarterly reports as described.

#### ***Additional Job Duties:***

- All other duties as assigned by assistant controller, controller, and/or general manager.
- Assist with end of day reports from retail and restaurant POS systems.

## Job Requirements

#### ***Required:***

- Experience with club specific or other accounting software.
- Computer skills including Microsoft Office, especially Outlook email and Excel.
- At least 2 years of experience in bookkeeping including accounts payable, accounts receivables, bank reconciliations, and vendor payments.
- Self-starter with high level of organization skills.
- High school diploma or GED.

#### ***Preferred:***

- 5+ years of experience in all areas of bookkeeping.
- Experience with retail POS and other specialized software applications.
- Degree in accounting or related area.
- Accounting experience in a private club.





## Controller

The controller supervises the accounting functions and directly assists the general manager and/or treasurer on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. Develops policies to control and coordinate accounting, auditing, budgets, taxes and related activities. Records, develops, establishes and administers procedures and systems pertaining to financial matters. Evaluates operating results for costs revenues, budgets, policies of operation, trends and increased profit possibilities. Serves as liaison to the finance committee. Hires, trains and supervises accounting personnel and is responsible for their professional development.

## Duties

### ***Essential Functions:***

- Formulate, receive and recommend policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payroll, tax matters, compilation of statistics and office methods and procedures.
- Maintain trial balance and general ledger. Prepare related journal entries to general ledger. Prepare monthly/quarterly account reconciliations to the general ledger, including bank account reconciliations, prepaids, deposits and accruals.
- Direct or prepare the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Prepare operating budgets and financial forecasts in coordination with the various committees, departments, General Manager and Treasurer; analyze financial information, monitor budgeted versus actual expenditures and advise management about variances and their potential causes; recommend corrective actions to help assure that budget goals are met.
- Work with the General Manager, Treasurer and department heads to plan and manage capital budgets and cash flow statements. Prepare monthly capital expenditures report.
- Maintain the investment program and invest all excess funds to provide better cash flow.
- Maintain fixed asset ledgers and prepare depreciation schedules for monthly entries.
- Prepare year-end reconciliations and documentation required for club external auditors. Works with the club's external auditors to assure that club procedures are consistent with generally accepted accounting principles and industry standards.
- Prepare accounting reports as necessary and appropriate for dissemination to the Board of Directors, Finance and other committees.
- Prepare a full report of the year's financial operations for presentation at the annual meeting.
- Attend monthly board, finance committee and other meetings as required.

*(Description continues on page 10)*



## Controller (*continued*)

### **Essential Functions** (*continued*) :

- Ensure that all taxes are filed correctly. Prepare applicable federal, state and local tax returns and accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Oversee member billing and collection procedures.
- Negotiate and administer employee benefits including health and life insurance, pension plans and workers' compensation; gather information and assist the General Manager or Treasurer in making decisions about employee benefit plans.
- Negotiate and acquire property and casualty insurance to protect the club's assets.
- Direct and verify inventories for beverages, food, supplies, equipment, furnishings, etc.
- Compile, extend and value inventories to determine cost of sales.
- Compile, approve and maintain credit applications for vendors.
- Monitor procedures for purchasing and expense disbursement.
- Oversee accounts payable, accounts receivable, payroll, and human resources functions.
- Direct supervision of all accounting employees including hiring, training, scheduling, and annual evaluations.

### **Additional Job Duties:**

- Instruct department heads and managers in finance and accounting procedures.
- Interact with members and member committees as needed.
- Perform other duties as assigned.

## Job Requirements

### **Required:**

- Background in hospitality accounting.
- Bachelor's degree in accounting, finance, or related area.
- Proficient in Microsoft Office.
- Strong organizational skills.
- A minimum of 2 years of prior experience in a club environment or hospitality related industry in accounting or finance.
- Previous supervisory experience.

### **Preferred:**

- A minimum of 5 years accounting experience in a private club.
- Bachelor's degree in accounting or finance.
- Proficient in club specific or related software.
- Certified Public Accountant.
- Certified Hospitality Accounting Executive (CHAE).



## Chief Financial Officer

The chief financial officer (CFO) is responsible for coordinating all aspects of the finance and accounting functions for the club and has primary day-to-day responsibility for planning, implementing, managing, and controlling all finance-related activities.

## Duties

### ***Essential Functions:***

- Develop policies to control and coordinate financing, accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters.
- Prepare or oversee preparation of all financial statements, forecasts and analyses for all administrative and managerial functions. Ensure quality control over financial transactions and financial reporting.
- Coordinate and direct the preparation of the budget and financial forecasts and report variances. Develop performance measures that support the Club's strategic direction.
- Ensure the accuracy of the accounting and control information held in and reported from the organization's accounting systems.
- Maintain all accounting records and is responsible for development, analysis and interpretation of statistical and accounting information.
- Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities.
- Coordinate and control HR transitions including employee files, payroll, and insurance.
- Supervise the staffing, scheduling, training and professional development of the department's team members.
- Complies with the club's policies and procedures as established in the employee handbook.
- Manage all accounting operations including: Billing, A/R, A/P, GL, Cost Account, Inventory Accounting and Revenue Recognition.
- Supports the general manager and the board of governors in developing and delivering the organization's financial and business strategy.
- Coordinate the preparation and submittal of regulatory reporting.
- Research technical accounting issues for compliance.
- Support month-end and year-end close process.
- Coordinate and prepare the Annual Audit.
- Manage and comply with local, state, and federal government reporting requirements and tax filings.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

*(Description continues on page 12)*



## Chief Financial Officer *(continued)*

### ***Essential Functions*** *(continued)* :

- Understand and mitigate key elements of the Club's risk profile.
- Monitor cash balances and cash forecasts.
- Receive annual quotes for health, life, and dental insurances from companies and prepare budget analyses. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package.
- Review yearly general insurance quote policies with the General Manager.
- Ensure that all accounting employees adhere to the roles and responsibilities associated with their positions.
- Attend monthly board and other committee meetings.
- Set-up and meet with the Investment, budget & finance, audit, and insurance committees. Report risk issues to the general manager, budget & finance, and board of directors.
- Work on any appropriate projects assigned by the general manager or the board of governors.
- Plan capital expenditures.
- Work with banks to obtain any financing needed for club capital and operating needs.

### ***Additional Job Duties:***

- Instruct department heads and managers in finance and accounting procedures.
- Interact with members and member committees as needed.
- Perform other duties as assigned.

## Job Requirements

### ***Required:***

- Background in hospitality accounting.
- Bachelor's degree in finance, accounting, or related area.
- Proficient in Microsoft Office.
- Strong organizational skills.
- Minimum of 5 years prior experience in a club environment or hospitality related industry in accounting or finance.
- Previous supervisory experience.

### ***Preferred:***

- MBA or MS in related field.
- Bachelor's degree in accounting or finance.
- Proficient in club specific or related software.
- Certified Public Accountant.
- Certified Hospitality Accounting Executive (CHAE).



## Payroll Clerk

The payroll clerk is responsible for the timely processing of payroll.

### Duties

#### ***Essential Functions:***

- Analyze, prepare and input payroll data, including commissions using an automated system to produce accurate and timely bi-weekly payroll for all employees.
- Prepare payroll journal entries.
- Prepare, review and analyze payroll reports and provide reporting assistance to human resources and finance as requested.
- Review, verify and reconcile employee timecard entries for accuracy.
- Work with department heads and managers to ensure proper clock-in and clock-out procedures are maintained.
- Prepare weekly approaching overtime reports.
- Prepare bi-weekly overtime reports.
- Prepare weekly, monthly and quarterly reports comparing payroll expenditures to payroll budgets.

#### ***Additional Job Duties:***

- Other duties as assigned.
- Special projects and other functions as required by manager.
- Assist with accounts payables as needed.
- Assist with accounts receivables as needed.

## Job Requirements

#### ***Required:***

- Background in hospitality accounting.
- High school diploma or GED.
- Proficient in Microsoft Office especially Outlook and Excel.
- Strong organizational skills.
- A minimum of 2 years prior experience in a club environment, accounting or hospitality.

#### ***Preferred:***

- A minimum of 5 years accounting experience in a private club.
- Associate's or bachelor's degree in accounting or finance.
- Proficient in club specific or related software.



## Receiving and Storeroom Clerk

The receiving and storeroom clerk oversees the operation of the storeroom, including loading dock and receiving areas. This position is in charge of checking all incoming receipts and checking in all items that are delivered to the loading dock.

### Duties

#### ***Essential Functions:***

- Receive daily shipments of merchandise for retail outlets.
- Tag all merchandise and distribute to proper retail outlets with all necessary paperwork.
- Log all shipments to be sent to members by parcel shipment companies.
- Check and verify merchandise against purchase orders and note discrepancies as necessary.
- Maintain merchandise in warehouse, assuring accurate placement.
- Place and remove merchandise on shelves and deliver to club's retail operations.
- Maintain a positive rapport with members, co-workers, and management at all times.
- Verify and check-in deliveries using established policies and guidelines.
- Maintain par inventory for supplies in the central stock house.
- Transport received items to department which made the purchase.
- Coordinate outgoing shipping processes, which may include weighing packages, calculating rates, and preparing documentation.
- Participate in the monthly end of month inventory process.
- Ensure that the stockroom is secured when unattended.
- Assist courier with mail processing, pickup and delivery of interdepartmental items.
- Cross-train in commissary (F&B products) receiving process.
- Process departmental and interdepartmental requisitions in accordance to Club procedures.
- Stock storeroom and all purchasing areas following the "FIFO" method (First In, First Out).

#### ***Additional Job Duties:***

- Sweep floors of stockroom and dispose trash and cardboard as needed.
- Perform other duties as required.

*(Description continues on page 15)*



## Receiving and Storeroom Clerk *(continued)*

### Job Requirements

#### ***Required:***

- Regularly lift and/or move up to 50 pounds. Repetitive hand use and firm grasping required.
- High school diploma or GED.
- Valid driver's license.
- Proficient in Microsoft Office.
- Strong organizational skills.
- A minimum of 2 years prior experience in a club environment, accounting, or hospitality.

#### ***Preferred:***

- Bachelor's degree in accounting or finance.
- Proficient in club specific or related software.