



Radnor Hunt is one of the Philadelphia region's most cherished country institutions. Founded in 1883 and surrounded by 6,000 acres of preserved open space in Willistown Township, Radnor Hunt is the oldest continuous hunt club in the United States. It is also recognized by the Masters of Foxhounds Association of America.

Position Overview

The Controller/HR Director oversees all accounting operations of the Club along with HR responsibilities. This is an opportunity to join a tenured, and highly functioning leadership team that works well together and enjoys the support of our membership. This is an environment to come on board as a controller and develop in a strategically focused organization. For an experienced controller, Radnor Hunt offers an environment that will allow for thoughtful contribution and interactive engagement of a smaller team while overseeing all aspects of the accounting department.

PRIMARY DUTIES AND RESPONSIBILITIES

- Plan, develop, organize, implement, direct, and evaluate the Club's fiscal function. Participate in the development of the Club's plans and programs.
- Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory interaction.
- Enhance and/or develop, implement, and enforce policies and procedures of the Club by way of systems that will improve the overall operation and effectiveness of Radnor Hunt.
- Conducts or supervises all daily accounting and record-keeping for the Club.
- Compiles budgets and financial forecasts in coordination with the various committees, departments, and the General Manager.
- Serves as the primary staff liaison to the Finance Committee; briefs the Committee and Board of Directors on all matters pertaining to Club financials.
- Reconciles monthly ledgers, including receivables, payables, bank accounts, asset accounts, and wage accounts. Prepares and briefs Financial Reports to the treasurer and Board of Directors.
- Prepares and/or directs preparation of applicable federal, state, and local tax returns.
- Audits all cash and charge expenditures; maintains proper internal controls.
- Safeguards all funds in bank accounts; ensures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Negotiate and review Club insurance coverages.
- Tracks and executes all routine reporting and renewal requirements associated with the department.
- Handles all banking and financial relationships and manages lines of credit and bank loans.
- Works with the Club's external auditor to ensure that procedures are consistent with Club policies.
- Works closely with the Club Treasurer, and General Manager on all Finance / Accounting matters.
- Develops, maintains, and enforces efficient systems and best practices for all activity.
- Manages and oversees all employee benefit programs including all insurance and 401 k.

ADDITIONAL POSITION REQUIREMENTS

- Advises General Manager and Board of Directors on strategic planning objectives and club long-term fiscal goals.
- Provides the highest level of member service during all interactions.
- Communicates with members and colleagues in a clear and timely manner, returning all calls and emails as soon as reasonably possible.
- Work closely on personnel-related and membership transactions.
- Collaborates with colleagues for routine and special projects.
- Supervises and develops any assistant staff.
- Assists with ensuring all club licenses, permits, and contracts are current and reviewed or updated as needed.
- Promotes and facilitates compliance with all applicable federal, state, and local regulatory requirements.
- Works closely with the Club's information technology and ensures software, hardware, and IT security is properly updated and maintained.

BACKGROUND/EXPERIENCE

- Has five or more years of progressive development in private club accounting or a similar financial role.
- Has a bachelor's degree in accounting/related or earned their CHAE.
- Demonstrates superior computer skills.
- Possesses excellent communication skills.
- Enjoys participating in a collaborative environment.
- Able to provide analysis and apply critical thinking and problem-solving skills.
- Is familiar with Jonas Club Software.

REPORTS TO

- The Controller reports directly to the General Manager.

COLLABORATES WITH

- Administrative Assistant, General Manager, Treasurer and department heads.

THE CLUB OFFERS

Radnor Hunt is a positive work environment, supports continuing education, and offers excellent benefits and Compensation.

- Paid Time Off.
- Hybrid Work Schedule
- Health Insurance.
- Dental Insurance.
- Vision Insurance.
- 401 K with Club match.
- Professional Association/Educational Fees.
- Annual Holiday Bonus (Determined by the General Manager).

Compensation is commensurate with experience.

Please send cover letters and resumes to Davis Barsby, Radnor Hunt GM at davis.barsby@radnorhunt.org