



Riddell's Bay Golf & Country Club Chief Accountant

Riddell's Bay Golf & Country Club invites applications for the position of Chief Accountant. This position will report directly to the Board of Directors for all accounting and related functions. The successful candidate will join a management team that is mature, experienced, supportive, and fun. Additionally, this individual will be expected to assume a leadership role in preparation of financial recommendations (current and future) to meet the ongoing improvement strategies of the Club.

Duties include, but are not limited to:

- Preparation of monthly Financial Statement
- Preparation of Operating and Capital Budgets
- Responsibility for the management of the Club's systems for both Retail and Accounting functions
- Overseeing all Accounts Payable, Accounts Receivable and Payroll functions
- Management of Cash Flow
- Strategic Planning and Analysis
- Liaising with external Auditors for annual audit
- Ad hoc projects

Desired Qualifications:

- A minimum of 5 years experience.
- Supervisory management experience, preferably in a hospitality environment
- Strong interpersonal skills and the ability to communicate effectively
- Strong analytical skills and problem solving abilities
- Ability to work efficiently within strict deadlines
- Proven experience with accounting software and proficiency with Microsoft Suite (Excel, Word, PowerPoint, etc.)

Please forward in writing your Confidential Resume to
Lesley Kirkpatrick,
Administration Manager,
Riddell's Bay Golf & Country Club Ltd,
P.O. Box WK 236, Warwick WK BX
Or e-mail to administration@riddellsbay.com.

Closing date for applications: 28th February, 2014.