



The Royal Montreal Golf Club

Founded in 1873, Royal Montreal is the oldest golf club in North America.

Assistant Controller

The Royal Montreal Golf Club, North America's oldest golf club, is seeking a reliable, diligent, and outgoing Assistant Controller in the Administration department. Reporting directly to the Controller & Treasurer, you will be responsible for the following areas and related tasks.

Accounting

- Full cycle accounting including month-end closing procedures.
- Posting of journal entries.
- Bank reconciliations.
- Reconciliation of GL accounts.
- Maintaining various schedules in excel for prepaid expenses, capital assets etc.
- Aid in preparing the year-end audit file and other tasks.

Membership Accounts

- Responsible for all membership accounts and accounts receivable.
- Emphasis on customer service and responding to member inquiries.
- Adjusting members' accounts for any discrepancies relating to Food & Beverage, Power Carts & Green Fee charges.
- Billing members for annual dues, special events and private parties; Billing organizations for charity golf tournaments.
- Maintaining database of members & external guests and setting up new accounts.
- Other Golf Club billings & other tasks requested by the Controller.

Qualifications and skills

- Bachelor of commerce, major in accounting, considered a major asset.
- Must have at least 2 years experience in a similar role.
- Must be a fast learner and work well independently.
- Must be detail oriented and have strong organizational & communication skills.
- Knowledge of the club industry considered an asset.
- Proficiency using Microsoft Office applications, such as Excel and Word.
- Strong English (written and spoken)/ Intermediate French.

The successful candidate will have access to the Club's seasonal meals program, complimentary golfing privileges (subject to restrictions), and other various benefits offered by the Club.

Job Type: Full-time