

## **Controller**

**Location:** Little Rock, AR

**Employment Type:** Full-Time, Exempt

**Work Location:** On-Site | Monday – Friday, Business Hours

**Reports to:** Chief Operating Officer / General Manager

### **Position Overview**

The Controller is a key member of the Club's leadership team, responsible for overseeing day-to-day accounting operations while providing financial strategy support to the GM/COO and Board of Governors. This role ensures that CCLR remains fiscally sound, operationally efficient, and aligned with its long-term objectives.

### **Core Responsibilities**

- Direct all accounting functions: general ledger, accounts payable/receivable, payroll, billing, and reconciliations
- Prepare monthly and annual financial reports, budgets, forecasts, and performance dashboards
- Develop and maintain internal financial controls, procedures, and compliance systems
- Manage cash flow, capital funding, and investment of surplus operating funds
- Coordinate and lead the annual audit process, including preparation of all supporting schedules
- Serve as financial liaison to the Board of Governors, attending meetings and delivering timely, strategic insights
- Provide analytical support for capital projects and long-range planning
- Cultivate and manage relationships with auditors, banks, and financial partners
- Lead, mentor, and professionally develop the accounting team

### **Qualifications**

- Bachelor's degree in Accounting, Finance, or a related field (required)
- Minimum 7 years of progressive accounting experience, including 3+ years in a leadership role

- CPA or CMA certification (preferred but not required)
- Prior experience in a private club, hospitality, or nonprofit environment (strongly preferred)
- Exceptional integrity, attention to detail, and sound professional judgment
- Proficient in accounting systems, Microsoft Office Suite, and modern financial reporting tools
- Strong communication skills and ability to present financials to non-financial stakeholders

### **Why Join CCLR?**

- **Strategic Role:** Partner directly with Club leadership and Board decision-makers
- **Prestige & Purpose:** Work in a value-driven culture that blends tradition with forward thinking

### **Compensation & Benefits**

- Competitive salary based on experience
- Comprehensive benefits package including:
  - Health, dental, and life insurance
  - 401(k) with Club matching
  - Disability insurance
  - Paid time off and parental leave
  - Retirement plan contributions

### **Additional Details**

- CCLR is a drug-free, smoke-free, and vape-free workplace
- Employment is contingent upon a background check and drug screening

### **Apply Today**

If you're a financial leader who thrives in a elegant, service-centered environment—and you're ready to make a strategic impact while preserving a legacy—we invite you to apply and become part of our exceptional team. Upload your resume and a member of our team will contact you for next steps.