



Client: Smugglers' Notch Resort

Website: smuggs.com

Position Title: Controller

Reports To: Chief Financial Officer

Location: Jeffersonville, Vermont

What makes Smugglers' Notch a unique resort is their complete and single-minded commitment to making their guests' experience one to remember for a lifetime! That is their primary mission. No matter what season guests choose to visit, Smugglers' Notch Resort offers a family experience that is second to none, from the moment guests arrive to the moment they must depart. Their goal is to continually improve the Smugglers' guest experience in a way that causes guests to want to come back and to recommend their experience to others.

The Controller is responsible for all the accounting operations of the Resort. As a critical member of the finance team, this position will help shape business operations so that Smugglers' Notch Resort can operate efficiently at its award-winning level of service. This role will lead all activities of the general ledger system and related applications. This person needs to have a demonstrated history of success as an accounting professional with strong leadership skills, and a genuine enjoyment of working with others to achieve common goals.

Primary Responsibilities Include (but aren't limited to):

- Responsible for producing financial statements and other composite reports as required by management or government agencies through the maintenance of the company's chart of accounts and record keeping of all company transactions
- Monitors company cash flow daily, and, with approvals of Chief Financial Officer, makes appropriate transfers between accounts
- Assists departmental managers to fully leverage financial information in their areas of responsibility
- Develops, monitors, and implements company transaction processing (A/P, Payroll, POS charging, credit card processing, etc.) procedures in conjunction with the CFO
- Assists in coordination of internal control and error detection processes, assists in documentation of established procedures, and makes recommendations for improvements
- Responsible for continuous improvement of the financial reconciliation process. Analyzes and reconciles general ledger to supporting applications and subsystems such as ResortSuite, HomeLedger, UltiPro, etc.
- Is an essential contributing member of profit planning process – including the review and critiquing of departmental input and by assisting the integration into the Great Plains accounting software. Budgets and monitors operating expenses and productivity initiatives for the accounting department and other departments as needed
- Determines work procedures, prioritizes work schedule, expedites workflow, assigns duties, and examines work of the Assistant Controller, Homeowner Accounts Manager, Staff Accountant, Accounts Payable, and Cashier's Office personnel
- Works closely with the payroll department to ensure proper remittance, recording, and reconciliation of payroll related items that result directly from the payroll process. May serve as an active member of the Benefits Committee of the company

- Assures the proper maintenance, security and use of the Great Plains accounting software system in conjunction with the IT department. Assists with the training of departmental managers on new software upgrades as part of the Company's ongoing effort to streamline business intelligence
- Participates as a member of teams and subcommittees addressing specific operational issues or long-term vision
- Acts as an accounting liaison to other departments concerning all general ledger account structure changes and issues. Communicates with other departments to resolve outstanding issues
- Continually strives to update personal awareness, knowledge and skills in respective areas of expertise to include, but not limited to, any required certifications, and development of relationships with respective associates across the industry
- Coordinates the compiling of information for the annual year-end audit and assists external auditors in preparation of year end audit schedules
- Manages a team of seven+ while standardizing procedures to improve efficiency of the accounting team
- Develops, implements, and complies with company and departmental safety procedures and policies using appropriate disciplinary action where necessary
- Shares the values and is aligned with all company philosophies to include "We Want You Back" and "Respect/Inspect"
- Responds, positively, to guest questions and comments
- Performs other duties as assigned

Education and Experience:

- Bachelor's degree (B. A.) from four-year college or university in finance, business or accounting and five years related experience and/or training; or equivalent combination of education and experience. CPA a plus.
- Thorough knowledge of accounting principles and procedures
- Experience with creating financial statements, general ledger functions and the month-end/year-end close process
- Knowledge of federal and state taxes
- Accounting software user with strong administration skills
- Ability to multitask, assume additional responsibilities and roles as they arise
- Demonstrated ability to be highly organized with attention to detail
- Driven by inherent curiosity, and an ongoing desire to improve processes
- Excellent writing, communication, sales, and organizational skills
- Enjoys helping others perform at their best

Smugglers' Notch Vermont is partnering with Gallagher, Flynn, & Company, LLP to conduct this search. Interested candidates are encouraged to apply by sending an introductory cover letter and resume to Shane Capron, Director of Talent Acquisition, at talentsolutions@gfc.com. While we appreciate all interest in this outstanding opportunity, only candidates who most closely align with our search will be contacted.

Disclaimer: What is listed above is representative of the responsibilities of the position but is not meant to be an exhaustive list. Responsibilities may change during employment at the company's discretion. Gallagher, Flynn & Company, LLP and Smugglers' Notch Vermont do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factors.