

**POSITION DESCRIPTION**

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**JOB TITLE:** Resort Controller**DEPARTMENT:** Accounting**REPORTS TO:** Regional Controller and General Manager

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**ESSENTIAL PURPOSE:** To oversee, direct and administer the financial operations of the Rancho Bernardo Inn and Temecula Creek Inn and to prepare monthly financial packages, including financial statements, budgets, forecasts and variance analysis for executive management. To be responsible for the development, analysis and interpretation of statistical and financial information and to evaluate operating results in terms of costs, revenues, budgets, policies operation, trends and increased profit opportunities. To continually train and develop accounting staff and to work collaboratively with managers and the accounting team to ensure that all financial reports are timely, accurate and complete. To maintain and make recommendations regarding the systems and internal controls, including safeguarding cash and other assets.

**ESSENTIAL DUTIES:**

- To hire, train, schedule, support, develop, review, discipline, and terminate employees directly accountable to his/her position, to maintain highest possible levels of employee morale and department productivity.
- To direct or prepare the monthly financial statements, including Income Statement, Balance Sheet and Statement of Cash Flow for the hotels along with the required supporting schedules and other data necessary for the monthly financial package, accurately and within established timeframe.
- To maintain a high quality system of internal control, including an appropriate segregation of duties.
- To analyze financial information, monitor budgeted versus actual expenditures and prior year versus actual expenditures and to advise management about variances and potential causes, including recommended corrective action, if applicable, to assure budgetary goals are met.
- To coordinate, update and evaluate the current operating forecasts (flash reports) consolidating input from department managers and General Manager.

- To assist and counsel department heads in the interpretation and analysis of financial data and to make recommendations to improve hotel profitability.
- To forecast and control cash flow generated by Accounts Payable and Receivable, including authorizing payments, and ensuring the timely collection of deposits and the payment of all bills due.
- To review and approve all documentation regarding Accounting processes and procedures, including but not limited to, daily revenue reports, chargebacks, invoices, cash requirements, balance sheet reconciliations, and journal entries.
- To direct or prepare all balance sheet reconciliations for the Rancho Bernardo Inn and Temecula Creek Inn on a monthly basis and to submit to the Regional Controller by the end of the subsequent month.
- To regularly review and update Accounting related control procedures in all departments, and report to the General Manager any procedures not being adhered to.
- To establish and enforce policies and procedures to control and coordinate accounting, payroll, night audit, auditing, budgets, taxes and related activities and records.
- To manage and participate in the monthly credit meeting ensuring prompt collection of outstanding balances.
- To provide appropriate training for processing credit cards and safeguarding and protecting credit card information, personal identifiable information and confidential information.
- To participate in the On-Track labor management meetings.
- To ensure compliance with all regulatory licenses, permits, leases, contracts, legal agreements, and timely payment of taxes.
- To prepare the annual operating and capital budgets in coordination with the department managers and General Manager.
- To complete special projects, as requested by Corporate management, or other department heads, meeting all pre-determined goals for quality and completion.
- To participate in Rancho Bernardo Inn's EOC and MOD programs, and attend hotel functions, as directed.
- To promote and comply with all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.

- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.
- To ensure safe work practices of all Accounting, Payroll, and Night Audit staff, including compliance with company and departmental safety rules and regulations and the proper use and handling of all relevant equipment.
- To ensure departmental safety training for all new Accounting, Payroll, and Night Audit employees, before they begin to work.
- To conduct regular departmental operations meetings, including monthly safety meetings.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

**JOB KNOWLEDGE & EDUCATIONAL LEVEL:** Bachelor's degree in Accounting; CPA certification preferred. English fluency required. Must have minimum five years experience in general accounting procedures, including 3 year experience in supervisory position. Must know ten key by touch. Computer/extensive Excel experience required. Experience with Sage or equivalent ERP system preferred. Hotel experience required. Familiar with OSHA, SB198, local Department of Health regulations, and relevant current laws governing handling of hazardous substances. Valid California driver's license required. Proof of personal automobile insurance coverage required.

**SKILLS AND APTITUDES:** Demonstrated ability to train staff and ensure luxury resort customer service. Strong written and verbal communication skills. Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Good team player. Customer service focus. Ability to effectively manage staff to maintain a high level of morale and productivity.

**WORKING ENVIRONMENT:** Works indoors throughout shift in temperature-controlled, clean, and well-lighted office. Bi-level structures. Extensive facility.

**PHYSICAL DEMANDS:** Stands/walks approximately 50% of shift. Sits at desk or in meetings approximately 50% of shift. Uses personal computer approximately 20% of shift. Requires extensive reading and computation. Must be able to work well under pressure. Must be flexible to work long, sometimes irregular hours. Frequent use of stairs, daily. Moderate use of phone, daily. Occasionally required to handle and move objects weighing up to 40 lbs. over short distances.

**IMPACT OF DECISION:** Decisions directly impact the hotel's ability to control cash flow. Poor decisions may result in customer dissatisfaction and loss of revenues, due to lack of follow through, inaccurate or inefficient work, ineffective management of staff, unsafe work practices, or improperly handled customer service situations.

**GENERAL:** Must comply with the Company’s Appearance and Dress Code policy as set forth in the Employee Handbook.

**JOB CLASSIFICATION:** The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

**EXEMPT POSITION:** Exempt employees are not covered by the overtime provisions and do not receive overtime pay. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

**AT-WILL EMPLOYMENT:** The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered “at will.” This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company’s performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

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Employee’s name (please print)

\_\_\_\_\_  
Employee signature

Date: \_\_\_\_\_