

POSITION DESCRIPTION

JOB TITLE:	Regional Controller (Full-Time/Exempt)
DEPARTMENT:	Accounting
REPORTS TO:	Chief Financial Officer
DIRECT INTERFACE:	Corporate Controller and General Managers

ESSENTIAL PURPOSE: The Regional Controller is responsible for the financial function of the Rancho Bernardo Inn, Surf & Sand Resort, Temecula Creek Inn and all owned or managed golf course properties. The Regional Controller must effectively delegate projects and responsibilities to hotel and golf accounting managers and staff directly responsible to him/her and manage and oversee the performance of the resort and golf properties accounting departments. The Regional Controller must interface and work with the Corporate Controller, General Managers and other Corporate office personnel on special projects, and certain due diligence procedures.

ESSENTIAL DUTIES:

- To hire, train, schedule, support, review, discipline, and terminate employees directly accountable to his/her position, to maintain highest possible levels of employee morale and department productivity.
- To provide timely and accurate financial information and analysis to executive management, including the internal control environment at each of the properties.
- To establish and ensure compliance with policies, procedures and controls for all resort and golf accounting, payroll, and night audit reporting, budgeting, and forecasting functions.
- To control cash flow generated by Accounts Payable and Receivable, including authorizing payments, and ensuring the timely collection of all bills due. Review the Company's cash position daily, and plan for the maintenance of adequate funds through cash and other forecasts, to meet outstanding and planned commitments. Work with various operating entities and corporate departments to coordinate expenditures with forecasted cash flow.
- To interpret operating results as they affect the financial aspects of JC Resorts, making specific recommendations that will result in cost reductions, profit improvement and benefit to the Company overall.
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- To review transmittals and journal entries to ensure accuracy and proper authorization.
- To regularly review and update accounting related control procedures in all departments, and report to the General Managers any procedures not being adhered to.
- To continually mentor and develop the skills and proficiencies of the accounting managers, payroll managers and staff and to encourage ongoing training, cross-training and continuing education to ensure best practices.
- To review and approve all documentation of accounting procedures, including but not limited to banking fraud protection and notification; dailies and other operational reports; chargebacks; journal entries; bank reconciliations and preliminary financial statements.
- To ensure accurate and efficient completion of month-end closing procedures, including preparing month-end journal entries, and generating reports and commentary for the Corporate financial packages for each operating entity.
- To be the key Company contact for all internal and external audits on accounting matters and work cooperatively to maximize efficiency. Audits to include municipal audits, sales tax, use tax and all hotel and golf financial audits and/or reviews.
- To oversee the preparation of monthly Flash and Forecast reports for the Corporate office.
- To organize and lead the annual budgeting process for all Company operating entities, which includes setting deadlines and ensuring that the accounting department as well as the operations team meet established timelines.
- To continually monitor and control hotel and golf departmental expenditures to ensure operational standards are being met in accordance with the annual budget. Check appropriation requests against approved budgets prior to committing funds; exercise accounting control to ensure that budgeted expenditures do not exceed authorized levels.
- To complete special projects, as requested by Corporate management or other department heads, meeting all pre-determined goals for quality and completion.
- 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 and CPA certification. English fluency required. Must have minimum ten years experience in relevant areas, including five years experience in an appropriate supervisory position. Hospitality 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 recruit, train and manage staff and ensure a high level of customer service to internal and external constituencies. Strong written, verbal, presentation, and communication skills. Person must be detail oriented, organized and efficient. 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 30% of shift. Sits at desk or in meetings approximately 70% of shift. Uses personal computer approximately 60% 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 and golf courses timing of cash flow and potentially Company wide efficiencies. Poor decisions may result in customer dissatisfaction and loss of revenues, due to lack of follow through, inaccurate or inefficient work, and 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.

Employee’s name (please print)

Employee signature
Date: _____

Supervisor signature
Date: _____