

**ACCOUNTING MANAGER PROFILE  
MOUNTAINTOP GOLF & LAKE CLUB  
CASHIERS, NC**

**THE ACCOUNTING MANAGER OPPORTUNITY AT MOUNTAINTOP GOLF &  
LAKE CLUB**

**ABOUT MOUNTAINTOP GOLF & LAKE CLUB ([www.mountaintopgolfclub.com](http://www.mountaintopgolfclub.com))**

Mountaintop is in the Highlands-Cashiers region of the Carolina's Blue Ridge Mountains which has been a cherished summer mountain retreat since the late 1800's. Mountaintop is a private Equity Membership Club with a requirement to own property to become a member and membership is truly by invitation only.

A unique feature of Mountaintop membership that ties in with the focus on "The ultimate family club" is that each membership offers an extended family feature whereby once a couple becomes members their parents or children can all become members of the club. These "extended members" of the club have moderately different privileges from the primary members but enjoy all the amenities Mountaintop has to offer.

This amazing property was originally developed by Discovery Land Company and was transitioned to the members in 2015. Tom Fazio designed the 18-hole course and personally oversaw the construction so that the course flows seamlessly with the natural topography of the dramatic mountain terrain. Mr. Fazio and his team have remained engaged in all ongoing improvements.

At the heart of Mountaintop is a 43,000 sq. ft. mountain lodge-inspired clubhouse which is the social and activity center for all members. In addition to amazing food and beverage venues the Clubhouse amenities include a spa & wellness, beauty salon, pool, and five overnight guest rooms. Mountaintop's 7-acre Lake Club campus is located a short drive away on the shores of Lake Glenville, the highest lake east of the Mississippi river. Lake Glenville has 26 miles of shoreline, and our members enjoy a 3,000 sq. ft. clubhouse with dining services and a fleet of boats for summer fun!

To further add to Mountaintop fun, there is a General Store, Shooting Club, Activity Center with a full indoor basketball courts and four pickleball courts and the ever-popular dog park and kids' playground.

**Mountaintop has been in strategic planning for the last 18 months and will present a multi-year vision to the membership in 2025. This is an exciting time to join a team intimately involved with the planning and execution of this major undertaking!**

## **MOUNTAINTOP GOLF & LAKE CLUB BY THE NUMBERS:**

- There are 350 primary memberships – membership is currently at capacity.
- Full Equity Membership - \$175,000.
- Annual Dues Golf - \$23,000 operating, \$6,000 capital.
- Annual Dues HOA – \$6,050.
- 18,000 rounds of golf annually.
- Overall Operating Budget is \$20,000,000.
- Food and Beverage Volumes are approximately \$2,650,000 with approximately 95% from a la carte dining.
- There are 13 department heads and a full-time staff of around 70 and the team grows to around 245 total in the summer.
- There are 9 Board Members, each serving three-year terms.
- There are 3 standing Board committees: Nominating, Finance and Membership (no member committees).
- Mountaintop Practices the GM/CEO concept and the CEO reports directly to the Club President.
- Average age of the membership is 60.
- The Club is open May 1 through January 1, however the role is year-round with significant off-season planning, maintenance and recruiting.
- The General Store is open year-round.

MOUNTAINTOP WEB SITE: [www.mountaintopgolfclub.com](http://www.mountaintopgolfclub.com)

## **ACCOUNTING MANAGER - POSITION OVERVIEW**

The Accounting Manager at Mountaintop Golf and Lake Club is a proactive financial leader with a passion for accuracy, innovation, and continuous learning. This individual thrives in a collaborative environment, demonstrates a high level of emotional intelligence, and fosters strong cross-departmental relationships. A tech-savvy professional, the Accounting Manager leverages financial systems to streamline operations and deliver timely, accurate reports. With a commitment to mentoring and guiding team members, this role is focused on fostering growth, both personally and within the team, while maintaining the highest standards of financial integrity and operational excellence.

**REPORTS TO: CHIEF FINANCIAL OFFICER**  
**STATUS: EXEMPT**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Accounts Payable & Vendor Management
  - Audit, post, and process vendor invoices for payment, ensuring proper coding, approvals, and reconciliation with vendor statements.
  - Manage weekly check runs, credit memos, and ensure sales tax compliance.
- Financial Reporting & Month-End Close
  - Prepare and manage monthly financial statements for entities managed by the club, including reconciling capital expenses and fixed assets.
  - Assist with month-end close, payable reports, and 1099 preparation.
  - Support CFO on special projects.
- Payroll & Compliance
  - Assist in processing payroll, handling re-hires, and completing e-verify for staff.
  - Ensure compliance with payroll and tax regulations.
- Capital Expenditure & Fixed Assets
  - Track and reconcile capital expenditures monthly with the fixed asset listing.
- Credit Card & Member Payments
  - Reconcile administrative and departmental credit card expenses. Post employee credit card and member ACH payments. Deposit member payments.
- Membership & Transaction Records
  - Record and track membership sales, construction bond checks, and related transactions. Create and manage membership certificates.
- Leadership & Collaboration
  - Manage administrative personnel and foster a culture of continuous improvement. Collaborate with CFO and department managers to streamline processes.

## **INITIAL PRIORITIES OF THE NEW ACCOUNTING MANAGER**

- Collaboration and Communication
  - Build relationships with departmental managers to understand current financial workflows and align on expectations for invoice approvals, coding, and reporting.
  - Collaborate closely with the CFO to ensure alignment on strategic financial objectives and upcoming projects.
- System and Process Familiarization
  - Get up to speed with the club's accounting software (JONAS Club Software), reviewing the chart of accounts and all existing coding practices.
  - Review and assess the efficiency and accuracy of current processes for vendor payments, accounts payable, member billing, and other financial operations.
- Vendor and Accounts Payable Review
  - Conduct an initial audit of vendor accounts to ensure all invoices are accurately recorded, up-to-date, and reconciled.
  - Ensure that no overpayments or missed discounts occur and set up a structured process for managing credit memos and discrepancies.
- Payroll Process Setup
  - Review and familiarize yourself with the current payroll processing workflow. Establish a regular schedule for payroll, handling new hires versus re-hires, and e-verification.
- Capital Expenditure and Fixed Assets
  - Get familiarized with current tracking system for capital expenditures and ensure alignment with the fixed asset listing. Identify areas for improvement if needed.
- Membership and Transaction Records
  - Take ownership of recording and tracking membership sales, bond checks, and lot transactions. Ensure all documents, including membership certificates, are accurate and properly maintained.

## **CANDIDATE QUALIFICATIONS**

- Proven experience in a financial leadership role, such as an Accounting manager, Assistant Controller, or a similar position.
- Strong proficiency in Microsoft Office, accounting, financial reporting, and payroll software. Familiarity with club-specific software is highly desirable.
- Prior experience with JONAS Club Software is preferred.

- Detail-oriented with the ability to think strategically about overall club operations.
- Excellent written and verbal communication skills, with the ability to collaborate effectively across departments and foster positive working relationships.
- High emotional intelligence, leadership abilities, and a proactive approach.

## **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's degree in finance or accounting is preferred.
- CHAE (Certified Hospitality Accountant Executive) certification is a plus, or a proven 3+ years of experience in a financial position that demonstrates the necessary skills and aptitude for the role.

## **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States to complete the required employment eligibility verification form upon hire.

## **SALARY AND BENEFITS**

The Club offers an excellent compensation and benefits package including association membership and education. A base salary starting at \$65,000 and negotiable depending upon experience and qualifications.

### **BENEFITS:**

We offer competitive pay and a wide range of benefits for eligible employees.

- 401(k)
- Health Insurance
- Dental Insurance
- Vision Insurance
- Accident Insurance
- Clothing Allowance
- Cell Phone Allowance
- Life Insurance
- Paid Time Off

- Jury Duty and Bereavement Leave
- Complimentary Shift Meal
- Employee Recognition Programs
- Employee Discounts on select merchandise and services
- Employee Golf Privileges

## **INSTRUCTIONS ON HOW TO APPLY**

Prepare a cover letter that outlines your qualifications and passion for this key role along with why this is a potential “fit” for you at this point in your career. Please send your cover letter and resume to:

Autumn Robbins

Developer of People & Culture - Mountaintop Golf & Lake Club

[arobbins@mountaintopgolfclub.com](mailto:arobbins@mountaintopgolfclub.com)