



One of Canada's leading private country clubs, the London Hunt and Country Club, is currently seeking a qualified individual as **Director of Finance and Administration**.

The position requires hands-on management of all accounting and financial planning functions and the ability to communicate financial information in a clear, concise, manner. The Candidate must also possess well-developed financial analysis capabilities and possess a valid CPA accounting designation.

A service mindset is a requirement to provide support to other staff members as well as frequent interaction with club members.

Reporting to the Chief Operating Officer, the successful candidate will have overall responsibility for all aspects of accounting, financial reporting and cash flow management. They will develop and administer accounting, budgeting, statistical, auditing, and internal control procedures. We require a hands-on person whose responsibilities involve handling all aspects of the accounting cycle including financial statements preparation, accounts payable, accounts receivable, payroll, general ledger, employee benefits, insurance, human resources, exercising discretion, developing strategy, and various other tasks.

The Director of Finance and Administration is a key position on the Senior Management Team, works closely with other Department Heads, The Finance and Audit Committee, The Board of Directors, and leads the Administrative Department consisting of four full time staff including an Accountant, HR Manager, Membership and Communications Manager, and Receptionist/Admin Assistant.

The Club will offer a competitive compensation package, including benefits and pension plan, relative to the successful candidate's level of experience. A full job description will be made available to the leading candidates. This position takes place at the Club's location. A remote work option is not available for this position. Experience with Jonas Club Management Software is an asset but not required.

We appreciate all the applicants expressing an interest in this position, however only those selected for an interview will be contacted. **Deadline for submissions: Thursday, January 30, 2025.**
No phone calls please.

To apply, please respond with a cover letter outlining the skills, qualifications and experience you would bring to the position and a resume. Applications will be received in confidence by email only and should be forwarded to:

Jon Nusink CCM CCE
Chief Operating Officer
Email: jnusink@londonhuntclub.com

The London Hunt and Country Club is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds. The London Hunt and Country Club provides accommodation to job applicants with disabilities throughout the hiring process. If a job applicant requires accommodation during the application process or through the selection process, the hiring manager and Controller will work with the applicant to meet the job applicant's accommodation needs.