



Position: Director of Finance – Hotel Controller

Updated: January 2020

Reports to: General Manager / SVP Operations

Job Type: Full-Time

Work Location: Franklin, TN (opening Summer 2021)

Position Description

Responsible for directing all aspects of accounting/administration for a development and operation of a small luxury rural farm resort in accordance to county regulations; responsible for planning, managing, and supporting the achievement of revenue and income objectives, market share, and customer service objectives; establishes departmental policies and procedures; develops and monitors all departmental budgets to ensure their profitable operation. Management functions within General & Administrative include Accounting, Finance, Information Systems, Purchasing, Receiving, Night Audit and Credit.

Southall is a premier destination bringing nature, produce and people together in a powerful and unique way. This position will have considerable responsibility - leading all financial/accounting aspects of Southall as outlined herein. Successful delivery of all key aspects within the Director of Finance's sphere will help ensure Southall's Mission, future profitability, and sustainability.

Responsibilities

1. Strategically run Finance and Accounting to help move the Southall Mission forward - while protecting all Mission/Vision stakeholders
2. Create Budgets and Forecasts - and manage those financial tools - in order to successfully realize and sustain this premier development
3. Build financial reports monthly/quarterly/annually to drive higher profitability:
 - a. Balance Sheet
 - b. Cast Forecast/ Reconcile account balances
 - c. Income Statements

- d. Accounts Receivable
 - e. Accounts Payables
 - f. Payroll
 - g. Tax Preparation needs
4. Management of Controller's Checklists
 5. Collaborate and plan for successful, efficient Audit reporting
 6. Establish and lead Inventory Control Systems
 7. Establish and assist leading Purchasing procedures / Turn ratios and days available for major asset categories and compare to standards (Big 4, retail, uniforms, guest supplies, etc..)
 8. Preparation of Tax requirements and knowledge of county, state taxes and laws with innkeepers, liquor and labor
 9. Oversee all pertinent leases, contracts, agreements, covenants, and restrictions and ensure Southall interests are protected
 10. Oversee Accounting software to integrate with Property Management System
 - a. Maintaining various financial databases and reports
 - b. Evaluating productivity and departmental performance
 11. Lead performance reviews and performance management of AP/Payroll and AR/Credit, IT, and Purchasing team
 12. Other duties, as needed/assigned
 13. Work collectively towards common goals and values of Southall

Skills and Experience

1. 3+ years of solid hotel/hospital experience in a business-related field;
2. Opening experience is preferable
3. Excellent verbal and written communications, networking, and presentation skills (in English);
4. Excellent organizational skills and attention to detail;
5. Demonstrated ability to manage complex tasks and prioritize competing demands in order to meet deadlines;
6. Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
7. Demonstrated ability with constructive, team-centric leadership skills
8. Excellent team skills, including but not limited to; listening, coaching, guiding, flexible working, adaptability, collaboration, and facilitation
9. Excellent communication skills, including but not limited to; listening, asking questions, building consensus, presenting, obtaining buy-in

Education

BA/BS in accounting or finance
CPA Preferred