

Dolly St. Germain
dollysaint@hotmail.com
805-701-8011

WORK EXPERIENCE

Controller – Birnam Wood Golf Club – Santa Barbara, CA

Fully Private Golf/Tennis/Fitness Club with extensive Food & Beverage Operations.

March 2020 - Present

Responsibilities

- Manage entire Accounting department for club operations and landowners (HOA) that includes supervising 1 staff accountant who handles daily accounts receivable payments, accounts payable and payroll processing.
- Manage Accounts Receivable and collections for all member delinquent accounts. Oversee monthly statement run to assure correctness of statements. Post various general administrative charges to member accounts. Extensive member dues and initiation fee reporting and closely working with Membership Director to make sure billing is accurate monthly prior to statement run (membership is currently at CUP capacity with 800 members).
- Manage Accounts Payable for club operations. Oversee weekly check runs and ensure coding on invoices is correct for all departments. Approve batch payments for mailing. Oversee annual 1099 and prepare tax reports for such. Coding of all G&A expenditures alongside the General Manager. Fill out new vendor applications.
- Monthly Sales tax reports and payments, quarterly sales/use tax reporting to the State of California and reconcile sales tax payable balance sheet account monthly.
- Annual preparation and tracking of member Christmas Fund donations and collaborate with GM and HR Director to pay out bonuses to staff based on fund.
- Month end for club operations and landowner books which includes reconciling all balance sheet accounts, journal entries, prepaids, deferred revenue and accruals. Analyzing P&L expenditures to budget for reporting to General Manager, Finance Committee and Board of Directors.
- Daily cash reconciliation of club operations account and monthly reconciliation of Landowners account. Monthly Cash Flow projections schedules for club only, landowner and consolidated books which includes tracking of maintenance capital, development capital (the club is currently going through a second phase of a \$9 million club house and golf course renovation) and board approved capital expenditures.
- Monthly preparation of financial piece of General Managers Report for Finance Committee.
- Monitoring of Point-of-Sale transactions and making adjustments as necessary.
- Heavily involved in annual budgeting process from start to finish. Working with GM and each department head in the budgeting process.
- Close collaboration in annual audit with offsite CPA firm working through entire audit process from start to finish.
- Attend monthly Finance Committee meetings. Report Cash Flow projections monthly to committee. Preparation of Finance Committee minutes monthly. Report any other pertinent information to committee.
- Cross trained in payroll. Prepare bi-monthly payroll journals, monthly vacation accrual entries and schedules. Reconcile accrued payroll and accrued vacation account monthly.
- Preparation of weekly "Flash Report" for executive team reporting revenues for each significant department to include Golf, Food & Beverage, Tennis and Cottages.
- Weekly cottage occupancy reports in excel.
- Fixed Asset tracking which includes posting new and disposed assets, monthly reconciling and depreciation entries. Working closely with managers on departmental asset listing.
- Tracking, reporting and approval of monthly capital expenditure requests and posting of assets once capitalized.
- Monthly accounting for Birnam Wood Women's Golf Association books to include entries into books in Quickbooks online software and financial reporting package.
- IT Support for club operations. Working with offsite IT Company to coordinate.
- Various reports and projects as needed.

Club Controller - The Meadows Country Club/Billy Casper Golf - Sarasota, FL

Public/Private Golf and Tennis Club Membership and daily play.

October 2018 – March 2020

Responsibilities

- Manage entire Accounting department for club operations on both private and public side. Includes billing for private membership as well as cash operational public side. Oversee 2 accounting clerk positions; A/P and A/R Specialists.
- Oversee Accounts Receivable for membership (900+ members) as well as banquet and community events. Collections for all.
- Oversee Accounts Payable for entire club operation. Coding of all G&A expenditures for entire club operation.
- Oversee daily cash flow for GM in order to choose vendor payments weekly. Making bank transfers as necessary.
- Month end for club operations. Analyzing P&L expenditures to budget for reporting to General Manager, Corporate Office and Club Board. Cash flow analysis. Adjusting entries. Membership billing and adjustments.
- Monitoring of Point of Sale transactions and making adjustments as necessary. Reconciling daily cash receipts. Preparation of cash deposits.
- Heavily involved in annual budgeting process from start to finish. Working with GM and each department head in the budgeting process.
- Participation in annual audits with offsite CPA working through entire audit process from start to finish. Involved in annual insurance audits.
- Attend monthly Finance Committee meetings. Attend monthly Board meetings.
- Payroll - bi-weekly punch detail approval/tracking for 80-120 employees, posting of commissions (Banquets), concessions (Golf/Tennis/Fitness), gratuities (F&B) and Lessons (Golf/Tennis). Upkeep of on-boarding and terminating employees and processes with corporate office of Billy Casper Golf.
- HR - coordination w/corporate office with administration help on worker's comp, employee leave and disciplinary action matters.
- Fixed Asset tracking for corporate office and off-site CPA.
- Various reports and projects as needed.

Club Controller – Heritage Eagle Bend Golf Club/OB Sports Management – Aurora, CO

Public Golf Course and Home Owner Association with large club event component.

November 2015 – July 2018

Responsibilities

- Manage entire Accounting department for club operations and 3 community HOA's (1442 homes onsite) that includes a payroll manager and accounting specialist. The specialist handles A/P for the Master association and Controller oversees that position.
- Accounts Receivable for banquet and community events, landscaping and snow removal contracts for residents and newsletter advertising for the community. Collections for all.
- Accounts Payable for 2 HOA's. Annual 1099's for 2 HOA's. Coding all G&A expenditures for Master HOA for accounting specialist.
- Month end for all 3 HOA's which includes reconciling all balance sheet accounts, journal entries, prepaids, deferred revenue and accruals. Analyzing P&L expenditures to budget for reporting to General Manager, Corporate Office and 3 HOA Boards. Cash accounts for Master HOA include 2 operating accounts as well as a payroll account and 4 brokered investment accounts. The 2 smaller HOA's have 2 operating accounts and several brokered investment accounts as well.
- Monitoring of Point of Sale transactions and making adjustments as necessary.
- Heavily involved in annual budgeting process from start to finish. Working with GM and each department head in the budgeting process.

- Participation in all 3 HOA annual audits with offsite CPA working through entire audit process from start to finish.
- Attend monthly Financial Advisory Committee meetings.
- Cross trained in payroll. Cross trained in daily cash receipts and entry into daily tracking report.
- Preparation of weekly GM report updating each departments weekly activities for club operations and HOA.
- Weekly tracking of departmental labor reports.
- Fixed Asset tracking and property tax reporting for Master HOA.
- Monthly tracking of Reserve Fund and Capital Improvement expenditures. Involves some inter-fund transactions in separate ledgers.
- IT Support for club operations.
- Various reports and projects as needed.

Controller – Lost Canyons Golf Club – Simi Valley, CA

March 2014 – October 2015

Responsibilities

- Accounts Payable – Reviewing, coding and reconciling, inputting invoices weekly, vendor calls, working with corporate to select invoices for payment
- Payroll entry for 50+ employees bi-weekly, punch detail analysis, tracking of “Paid Time Off”. Entry into payroll software for processing. HR management.
- Membership billing - membership billing reconciliation and collection of member payments.
- Daily analysis, reconciliation and deposit of all POS cash and credit card transactions.
- Petty Cash Maintenance – track, reconcile and pay out petty cash receipts.
- Imprest Account Maintenance – prepare and reconcile manual checks, process paperwork for payment.
- Month-End – run reports, reconcile and variance reports. Reconcile Event and Membership payments due.
- Track payments due to land vendors and submit to corporate for processing. Handle vendor calls.
- Trouble shoot anything IT related to club including phones, cable, POS terminals, electric, etc.
- Workers Comp claim management.
- Various reports and projects as needed.

Internal Sales Support Representative – Farmers Financial Solutions – Agoura Hills, CA

October 2010 to February 2014

Responsibilities

- Internal Sales Support/customer service for Farmers agents in the field selling Farmers Financial Solution products. Securities Licensed as needed. Series 6, 63 and 26 (no longer active)
- Teach Securities 101 training class to all new securities agents in field weekly via webinar.

Self-Employed – Full-Service Bookkeeping – Newbury Park, CA

March 2004 to July 2014

Responsibilities

- Full charge, full-service bookkeeping for various clients. A/P, A/R, bank and credit card reconciliations, online banking, financial statements.

Controller – Moorpark Country Club – Moorpark, CA

October 2002 to February 2004

Responsibilities

- Full Cycle Accounts Payable - approximately 60 invoices weekly, research, follow-up and setting up vendors. Extensive contact with vendors and Division personnel.
- Payroll entry for 50+ employees bi-weekly, punch detail analysis, tracking of commissions and "Paid Time Off". Entry into payroll timekeeping system of all personnel.
- Accounts Receivable management, Cash receipts, setting up members for events and memberships, reconciliation of dues and initiation deposits on a monthly basis.
- Bank Reconciliation's for 3 Corporate Accounts.
- Daily analysis, reconciliation and deposit of all POS cash and credit card transactions.
- Weekly reconciliation and update of Payroll and Revenue numbers to upper management.
- Monthly Journal Entries including analysis of inventory, inter-company transactions, accruals, prepaids and adjusting entries; Month-End reconciliation of all G/L accounts.
- Monthly and Quarterly Controller Variance reports outlining detail of revenue and expense items by department and significant events.
- Monthly Financial Statement preparation and review for upper management.
- Various reports and projects as needed

EDUCATION

BS Business Administration, Emphasis in Finance

University of Northern Colorado - Greeley, CO

Currently studying for CHAE (Certified Hospitality Accountant Executive) certification through HFTP

SKILLS

Excel, Word, Outlook, Clubessentials, Quickbooks and Quickbooks Online, SAGE 50 (Peachtree), Great Plains, Integrated Business Systems (IBS), Jonas, MAS 90, MAX for Windows, Fixed Asset Accounting (FAS), Bloomberg Fixed Assets, ADP Workforce Now, ADP Payroll for Windows, Paychex Online Payroll, Paycom, Ultipro and Palocity Payroll. Some experience with Accpac, Navision 4.1, WordPerfect, Microsoft Access. Completely Internet savvy. Typing 60+ wpm.