



CAREER OPPORTUNITY: **Accounting - Controller**

Job Position

Title: Controller
Location: Calgary, AB
Start Date: January 2026
Hours: Full Time (Up to 40 hours per week)

About Us

Silver Springs Golf & Country Club is a private, member-owned golf club located in Calgary, Alberta. The Club is committed to delivering the best possible member and guest experience both on and off the golf course. Members truly participate here — in a community where quality of life and recreation are enhanced by belonging to Silver Springs. Located on a beautiful 290-acre property in northwest Calgary and minutes from downtown, Silver Springs continues to cultivate a culture of exceptional service and genuine care that extends throughout the golf course, clubhouse, and all member services and events.

Accountability

We are seeking a hardworking, dependable, and self-motivated individual to oversee the financial integrity and reporting of the Club. This role works closely with the Office Manager and reports directly to the GM/COO on all financial results, operational and capital budgets, forecasting, and more. The Controller is responsible for all accounting functions and financial controls to ensure strong financial stewardship for the Club. This includes journal entries, A/P, A/R, G/L maintenance, membership billing, collections, monthly and annual financial statements, payroll, benefits administration, management reporting, and government filings.

Responsibilities

- Oversee all financial matters of the Club.
- Liaise with the Club's system, Jonas Club Software, to ensure best use of the Club systems.
- Reports on all financial results, operational and capital budgets, and forecasting to the GM/COO and Board of Directors.
- Present financial results at monthly Board meetings and ad hoc as required.

Silver Springs Golf & Country Club
1600 Varsity Estates Drive N.W.
Calgary, Alberta T3B 2W9
403.286.1456

- Review the current chart of accounts and financial reporting structure; recommend improvements as identified.
- Implement financial tracking for specific annual events and committees.
- Review 5- and 10-year capital improvement plan and reconcile them against corresponding cash flow forecasts to identify gaps.
- Manage asset registers and maintain the 30-year Capital Reserve Plan.
- Develop, implement, and assess all internal financial controls and policies to ensure effective financial stewardship.
- Review Club bylaws and existing financial policies; identify areas requiring updates or new policies to ensure appropriate financial controls.
- Oversee compliance and correspondence with government agencies (i.e. CRA on trust returns, etc.), ensuring accurate controls and adherence to policies and reporting obligations.
- Regularly assess and reports to the GM/COO and Board on compliance with internal controls and policies.
- Oversee internal auditing programs to ensure accurate records and adherence to policies and procedures.
- Oversee all financial risk mitigation strategies, including inventory controls, insurance coverage, etc.
- Collaborate with Department Heads regarding the financial budgeting, results, and variances within their respective areas.
- Provide monthly reporting and financial guidance with Department Heads.
- Review approved budget and provide year-end forecasts.
- Works with external auditors regarding annual financial reporting obligations to shareholders.
- Review audit findings and ensure all deficiencies and recommendations are addressed.
- Other special projects as directed by the GM/COO or Board of Directors.

How To Apply

Applications will be accepted until January 2, 2026, and will be treated in the strictest confidence. The Club thanks every applicant for their interest in the position, but only those selected for interviews will be contacted. It is the Club's desire to have the successful candidate in place as soon as possible.

Interested candidates should submit a resume along with a detailed cover letter in Word or PDF format with Subject Line: Last Name, First Name, Controller to Eric Thorsteinson via e-mail: ethorsteinson@silverspringsgolfclub.com