

## **Golf House Kentucky**

**Position:** Finance Director (full-time, exempt)

**Reports to:** Chief Executive Officer - Golf House Kentucky

**Application Deadline:** Upon Receipt

**Desired Start Date:** April 1, 2026



Golf House Kentucky is seeking a highly detailed, organized, and motivated individual who embodies a continuous improvement mindset. The Finance Director is the only position in the Finance Department at Golf House Kentucky. This role works with the accounts and budgets of four separate Golf House Kentucky organizations: the Kentucky PGA, the Kentucky Golf Association, and Kentucky Golf Foundation, and Golf House Kentucky, itself. Responsible for the day-to-day accounting for financial transactions, adhering to the system of financial controls, including general accounting, investment accounting, tax compliance and planning, budgeting, banking, payroll, and benefits.

### **Responsibilities include:**

#### **Finance and Accounting**

- Administer and ensure compliance with accepted accounting policies and procedures.
- Maintain general ledger, subsidiary ledgers, and other accounting records for four separate budgets: Golf House Kentucky, the Kentucky Golf Association, the Kentucky PGA, and the KY Golf Foundation.
- Implement day-to-day accounting operations (AP, AR, payroll, general ledger).
- Ensure timely and accurate month-end and year-end close.
- Lead the GHIN billing and related GHIN financial activities, including collections, for the KGA.
- Collect supporting documents for payment of vendor invoices.
- Prepare financial statements for all four organizations.
- Work with the Leadership Team to prepare annual operating budgets for all four organizations.
- Perform periodic review of budget vs. actual with variance analyses for all four organizations.
- Manage banking relationships, credit facilities, and financing needs.
- Promptly reconcile all monthly bank statements.
- Process payroll.
- Oversee Employee Benefits by coordinating with vendors.
- Administer and process human resource paperwork and onboarding.
- Coordinate with Accounting partner in the preparation of tax forms.

#### **Additional Responsibilities**

- Oversee general office management, including property and building maintenance, office supplies, mail, company phones, etc.
- Collaborate on special projects as assigned.
- Limited assistance with events and golf tournaments, as needed.
- Other duties and special projects assigned by the CEO.

#### **Preferred Qualifications**

- Bachelor's degree in finance, accounting, business, or related field.
- 3-5 years of finance/accounting experience.
- In-depth knowledge of QuickBooks.
- Highly organized with strong time management capabilities.
- Strong attention to detail and ability to multitask and prioritize.

- Continuous improvement attitude.
- Positive personality with a focus on people and relationships.
- Must be able to work independently, take initiative, meet multiple and competing deadlines, participate as an effective team member, and follow tasks through to completion.

### **Physical Requirements**

- Lifting and transport equipment up to 50 pounds.

### **Hours & Work Schedule**

- Typical work week: Monday through Friday, 40-45 hours.
- Opportunity for limited remote work of one day per week, per company policy.
- Limited Saturday/Sunday work required (ability to earn comp time).

### **Compensation**

- Salary: \$60,000-\$75,000, dependent on experience of the candidate.
- Opportunity for year-end bonus.
- \$50/month cell phone reimbursement.
- 401(k) Retirement Plan with 5% contribution from employer.
- 100% of individual benefits package paid by employer (medical, dental, vision, ST/LT Disability).
- Family insurance available at employee expense.
- Paid vacation and sick time.
- Additional paid holidays and comp time, including 7-10 days at the end of the calendar year.
- Continuing education opportunities.
- PGA Dues paid (if applicable).
- Job expenses covered (uniforms, meals, lodging, mileage reimbursement while traveling).

### **To Apply**

Please send a cover letter and resume to Peter Kremer, Golf House CEO, with “Finance Director” in the subject line to [pkremer@kygolf.org](mailto:pkremer@kygolf.org). The desired start date for this position is April 1, 2026.

### **About Golf House Kentucky**

For more information, visit [kygolf.org](http://kygolf.org).

Golf House Kentucky is the umbrella organization for Kentucky’s Family of Golf Organizations: Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. The vision of Kentucky’s golf leaders, Golf House Kentucky was founded in 1978, and is headquartered in a picturesque country setting in Louisville, Kentucky. Golf House Kentucky conducts over 120 competitions for golfers of all ages, gender and skill levels (amateur, professional, and junior) with a full-time staff of thirteen and seven seasonal/intern positions. GHK works in conjunction with the PGA of America (through the KPGA) and provides valuable services to Kentucky PGA professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky (through the KGA) provides individual golfers and member golf facilities with a wide range of services: Handicapping, USGA Course and Slope Rating, award programs, club consulting and golf management software. The family’s philanthropic affiliate, Kentucky Golf Foundation runs programs which positively impact the lives of youth and military members in Kentucky through the game of golf, the Kentucky Golf Hall of Fame, and the Kentucky golf museum.