

CANDIDATE PROFILE

Controller
Confidential Search
Southwest Florida

Organization

This search is a confidential Controller search for a private gated country club located in Southwest Florida. Operating revenues are just over \$12 million, and the community has 731 residences. The community offers a full slate of amenities including golf, tennis, bocce, fitness center and pool. The golf course will play over 54,000 rounds per year.

Position Summary

The controller manages the financial aspects of the Club, directs, and monitors financial policies, and manages the financial functions including accounting, payroll, budgeting, cash management, insurance, credit, and taxes.

Responsibilities

- Directs accounting and financial operations; responsible for Club's (JONAS) accounting system.
- Formulates and implements accounting policy and procedures.
- Responsible for timely and accurate financial reporting of Club operations and presents results to General Manager and Finance Committee.
- Monitors the operating results as compared to budget.
- Reviews, updates, and develops internal control systems.
- Analyzes the accounting and financial records to ensure accounting SOPs are being followed.
- Assists the GM|COO in the development of the operating and capital budgets and collaborates with the Department Heads through the budget revision/adoption procedure.
- Prepares projections and analysis as requested by the GM|COO.
- Oversees the preparation and filing of Federal, State, and Local tax returns.
- Oversees management and correspondence regarding member delinquent accounts.
- Develop, administer, and monitor financial relations with banking and investment institutions.

- Responsible for cash management and monitoring cash flows.
- Manages deposits in financial investments approved by the Finance Committee.
- Coordinates with outside auditors on annual audit and other projects.
- Performs other related duties as assigned by GM|COO.

Priorities

- Accuracy and Timeliness of Financial Reporting
- Accuracy and Timeliness of Accounting Cycle
- Accuracy and Timeliness of Accounting Processes
- Clean Year-end Audit for Fiscal 2024

Requirements

- Four-year accounting degree or equivalent
- Minimum 3 years' experience in similar role in hospitality setting
- Certified Public Accountant, or sufficient accounting experience in addition to accounting degree
- Experience in an HOA/POA or like organization; private club experience.
- Understanding of Florida replacement reserve requirements/criteria and experience in HOA/Club fund accounting
- Budgeting and Financial Planning
- Demonstrated organizational, communication, and supervisory skills.
- Possess a high level of integrity, confidentiality.
- Proficient in Word and Excel

Characteristics

- Strong interpersonal skills including ability to communicate effectively, ability to listen and comprehend, ethical, assertive, problem solving, team player.
- Organizational Skills - able to maintain documents in an orderly manner supporting timely retrieval of information.
- Track record reflecting strong hiring practices and mentoring.
- Proficiency and experience in use of database and accounting application systems.
- Positive outgoing personality with ability to be front and center with the membership.
- Excellent communication skills.
- Ability to blend in seamlessly with the team.
- Understand the importance of the member experience at the club.
- Ability to present reports and analyses to the Board.

Competitive Compensation & Benefits

- Base salary of \$100,000 - \$118,000 commensurate with abilities. Salary will be reviewed on an annual basis.
- Annual discretionary performance-based bonus. The bonus will be based on overall performance and goals and objectives agreed to by Candidate and the Club's GM|COO, and subject to the discretion of the Board of Directors.
- Annual continuing education and professional development activities allowance.
- The successful Candidate will be provided with health care coverage, dental, and life insurance coverage consistent with personnel policies.
- Eligibility to participate in any 401k and 457(b) Plans maintained by the Club after one (1) year of service.
- Two (2) weeks of Paid Time Off on an annual basis.
- Standard benefits/relocation assistance.

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send both a cover letter and resume.



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GSI Executive Search has been serving the private club industry for over twenty-five years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.