



CONTROLLER AT MIZNER COUNTRY CLUB

JOIN THE CLUB
WHERE PRECISION
MEETS PASSION.
BECOME PART OF
OUR TEAM.
#JOINTHECLUB

MIZNER

COUNTRY CLUB
DELRAY BEACH, FLORIDA



*SET IN THE HEART
OF PARADISE...*

ABOUT

Mizner Country Club, located in sunny Delray Beach, FL, and recognized as a "Platinum Club of America," offers a wide range of amenities and activities tailored to its diverse membership.

The Club boasts state-of-the-art features such as a two-story fitness center with Technogym equipment, dedicated rooms for spin, aerobics, and Pilates, an outdoor personal training deck, and an enhanced activities and gaming center for children. Additionally, the expansion to the clubhouse includes a multi-purpose activity card room, a casual poolside restaurant and sports bar, a grab-n-go café, and a new pool and aquatic center with a children's splash deck, fire pit, and amphitheater.

These amenities complement Mizner's existing offerings, including a top-rated, Kipp Schulties designed 18-hole golf course, six Har Tru lighted tennis courts, three pickleball courts, and a bustling clubhouse with various dining and programming options for all ages.





Controller

JOB DESCRIPTION

SUMMARY

Responsible for development of budgeting spreadsheets and coordination of the budgeting process, assist with month end close and analysis. Coordinate basic IT needs throughout club. Assumes projects assigned by Director of Finance and/or General Manager.



QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the development of the monthly, quarterly and annual financial statements.
- Ensures the integrity of the general ledger: assisting with budgeting and forecast projections.
- Creates and monitors capital improvement budget.
- Maintains financial aspects of club projects, including working with banks.
- Monthly general ledger journal entries and ledger maintenance.
- Reconcile all bank statements and balance sheets.
- Fully responsible for the annual budgeting process in spreadsheet development, input data, and communication with department managers through the process.

ESSENTIAL DUTIES AND RESPONSIBILITIES (CONTINUED)

- Create and develop daily, weekly, and monthly payroll analysis and communication of information to department heads.
- Ad hoc reporting and presentation of the analysis.
- Assist human resources department with entry of weekly payroll edits.
- Responsible for the coordination of IT & telecommunications including inventory and purchase of equipment.
- Assist food and beverage managers with monthly inventories and month end requisitions.
- Oversee and assist staff accountants, A/P and A/R as needed.
- Perform additional duties as assigned by the Director of Finance and/or General Manager.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



HOW TO APPLY

Qualified applicants interested in the Controller position can send resume and cover letter by email to:

Melissa Gaynor, HR Manager at mgaynor@miznercc.org
16104 Mizner Club Drive | Delray Beach, FL 33446

