



## Assistant Controller

Bear Lakes Country Club is located in downtown West Palm Beach and designed by the legendary Jack Nicklaus. The newly renovated clubhouse was built in 1987 and designed to accommodate a panoramic view of the 9th and 18th holes of the Lakes golf course. The second-floor member area of the two-story 38,000 square foot clubhouse, includes dining room seating for 140 and a grille room, adjacent board room and an extensive bar area that seats 120. The clubhouse is the venue for many exciting annual member events that are offered at the Club. The Golf Shop stages over twenty golf tournaments each season for our membership to enjoy and build great camaraderie. The food and beverage department is always coming up with exciting new social events for our members to enjoy.

The Assistant Controller supports the CFO through preparation and maintenance of accounting transactions/reports which may include general accounting, financial reporting, costing, and/or budget data. This position is responsible to keep precise records, aid in establishing procedures to insure proper checks and balances, and to maintain a high level of integrity in the operation. This position may include supervisory duties of accounting staff as assigned.

**Please send cover letter and resume to [mariusi@bearlakes.org](mailto:mariusi@bearlakes.org)**

Position: Full-time

Reports to: Chief Financial Officer

FLSA Status: Exempt

**Essential Functions:** *(may include, but not limited to)*

- **Accounts Receivable**
  - Reconcile and post daily sales.
  - Prepare daily flash reports and distribution to department managers.
  - Post account adjustments.
  - Post and track member payments.
  - Process monthly member statements.
  - Prepare and/or oversee preparation of member bills.
  - Coordinate and reconcile party billing and member events in POS system.
  - Coordinate and reconcile delinquencies with collection agency and/or attorney.
- **Accounts Payable**
  - Receive and track invoices.
  - Work closely with departmental managers to coordinate accurate coding and posting of invoices.
  - Timely processing of vendor checks.
  - Reconcile vendor statements.
- **Member Services**
  - Act as a point of contact with members.
  - Interact with member regarding monthly statements.

- **Additional Responsibilities**

- Complete all other duties as assigned by the CFO and/or General Manager.
- Work closely with departmental managers to coordinate management of inventory accuracy and reconciliation
- Oversees monthly inventory counts and prepares final posting of inventory to accounting system.
- Assist with the preparation of required government reports, returns, and taxes.
- Assist accounting staff as directed.
- Financial statement preparation as directed, including subsection review.
- Month-end reports and reconciliation.
- Assist with annual audit.
- Additional duties and projects as assigned.

## **Qualifications**

- **Required**

- Background in hospitality accounting.
- Bachelor's degree in related area.
- Proficient in Microsoft Office with heavy use of Excel.
- Strong organizational skills.
- A minimum of two (2) years prior experience in a member-owned club environment.

- **Preferred**

- A minimum of five (5) years accounting experience in a private club.
- Bachelor's degree in accounting, finance, or related area.
- Experience and working knowledge of Jonas accounting software.