



Position/Job Title: Assistant Controller
Department: Administrative
Reports To: General Manager
FLSA Status: Exempt

Job Summary:

The Assistant Controller must provide high-level administrative support by heading all human resource responsibilities, assisting with accounting controls, preparing statistical reports, handling information requests and performing functions such as preparing correspondences, scheduling meetings, receiving Members/Guests phone calls, supporting the administrative office staff with making dining/event reservations and guest registration. The Assistant Controller will support the Club Controller with the supervising of all accounting functions and internal controls. The Assistant Controller will work closely with the Club Controller, Administrative Office Staff, and Club Management on assigned tasks as needed.

Essential Duties And Responsibilities:

Human Resource Administration:

- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Opens, sorts and distributes incoming correspondence, to include faxes and mail.
- Preparation and payment of payrolls oversees bi-weekly payroll processing through ADP.
- Keeps The Club updated on current Labor Policies and Acts. Update all postings around The Club that pertains to the Compliance of Florida State Labor Laws.
- Maintains employee health benefits, and all other benefit packages assigned by the Board of Directors and/or General Manager.
- Analyzes all work-related injury claims to ensure integrity, oversees the on-going case management, and prepares required OSHA reporting in conjunction with Controller.
- Works closely with General Manager executing any assigned tasks.
- Manages all Club Documents by upholding The Club At Barefoot Beach's Record Retention policies.
- Attend all Webinars presented by Club Essentials assigned to you by Management.

Assist Club Controller With Following Tasks:

- Process member monthly billing statements
- Audits member charges and payments; monitor collection of past due accounts.
- Prepare monthly bank reconciliations.
- Process assorted invoicing for all events.
- Process assorted invoicing for new members.
- Handle all charge disputes and billing inquiries by email or phone.

- Post daily sales for all POS areas.
- Process daily bank deposits.
- Post member payments on account daily.
- The control of policy and procedures relating to monthly inventories taken by the operating departments and the posting of these inventories.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies.

- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Financial Acumen** - Works within approved budget as pertains to the ordering of office supplies; Develops and implements cost saving measures; Conserves organizational resources.
- **Team Work** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed;
- **Time Management**- Able to complete assigned tasks in a timely and efficient manner; Able to prioritize each task when assigned multiple tasks.
- **Ethics** - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds The Club Culture and Values as it pertains to our Mission Statement.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Safety and Security**-the individual observes safety and security procedures and uses equipment and materials properly.

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.

Education/Experience

College degree preferred; or two to four years related accounting and human resource experience in a private club or hospitality operation; or equivalent combination of education and experience.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Office, Power Point, Publisher and ADP processing. Ability to learn the Club Essential Software through training and the ability to implement the knowledge obtained through that training.

Language Skills

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 20 pounds.

Compensation and Benefits

The Club will offer a competitive compensation plan, as well as a comprehensive benefits package to include but not be limited to medical, dental and paid vacation.

Qualified candidates should submit a cover letter, resume and references to:

Dale Moeller

General Manager, The Club At Barefoot Beach

105 Shell Drive, Bonita Springs, FL 34134

dmoeller@theclubatbarefootbeach.com