

CONTROLLER PROFILE THE QUARRY AT LA QUINTA LA QUINTA, CA

CONTROLLER AT THE QUARRY AT LA QUINTA

The incoming Controller at The Quarry at La Quinta will be warmly embraced by a team known for its collaborative spirit, intelligence, and drive. Led by a highly respected industry leader, The Quarry at La Quinta cultivates an environment where everyone is encouraged to excel, fostering a culture where members of its cross-functional team feel genuinely excited to come to work each day.

The financial teammate that the Club seeks is an individual with the financial acumen and experience required and displays support, compassion, and patience with their co-workers, who will rely on their guidance for HR and finance matters. Professional presence and demeanor, visibility, flexibility, patience, and diplomacy are needed for interactions with all constituents including staff, vendors, and high-end members of the Club, Board, and committees.

[Click here to watch a brief video about this opportunity.](#)

THE QUARRY AT LA QUINTA

Tucked in a scenic cove between the foothills of the Coral and Santa Rosa Mountains in the eastern part of the Coachella Valley was an abandoned sand and gravel pit that, for more than half a century, had been mined by the County of Riverside to extract materials for building local roads. Known as the Keller Pit, it was a working quarry until the late 1980's. Living nearby was avid golfer Bill Morrow. To say that Morrow loved the game of golf would be an understatement. He was such a fan that he took it upon himself to play Golf Digest's Top 100 courses. Morrow and Burdick were both members of PGA West. The two friends discussed creating a true golf experience - a golfer's golf course where a limited number of dedicated individuals could play anytime on a challenging, yet playable course that would be unparalleled in its spectacular surroundings.

After playing the Tom Fazio-designed Black Quarry Ranch Club in Florida, Morrow set out to find the perfect site to build his dream course in the Coachella Valley. Morrow found the perfect place in La Quinta and requested to purchase the site – an abandoned quarry. Morrow and Burdick purchased the 105-acre site from the County of Riverside. Months later they purchased an adjacent 95 acres. To ensure the golf course settings wouldn't be too tight, another 160-acre piece above the upper cove was purchased.

So, Morrow and Burdick, along with 13 associates who shared their dreams, founded the \$25M project. Construction began in June of 1993 with Opening Day slated for January 1, 1994. In all, 4,000 trees and palms along with 80,000 shrubs and cacti were planted. The course opened on January 1, 1994. The 21,000-square-foot clubhouse was completed on April 22, 1994. Designed to capture panoramic vistas of the course beyond, members dine and share their stories while looking over a tranquil lake to the waterfalls behind the picturesque 10th green.

In 1997, an additional seven acres were purchased for a spa facility, tennis court, and three four-bedroom homes for the convenience of members to rent.

The ownership of The Quarry was transferred back to the members in July of 1999 - for \$1.

In 2002, an additional 74 acres were purchased and became the Quarry Ranch, the site of 29 new pieces of real estate and the Tom Fazio-designed Short Course. The Short Course has become known as the best of its kind in the world and one of those delightful pleasures that is part of The Quarry experience.

CORE VALUES

- BE ENGAGED – Dedicated to the welfare of the club. Energetic participant and steward of the course and the game of golf. Actively support the values.
- TREAT WITH RESPECT – Respect the traditions of the game of golf, the staff, members, and the golf course. Humility and passion among peers. Don't be a jerk.
- HAVE COMRADERY – Collegial and inclusive fellowship. Warm and personable. Be who you are.
- BE EXCELLENT – How we do anything, is how we do everything.

THE QUARRY AT LA QUINTA BY THE NUMBERS:

- 280 members in all categories
- 13,000 rounds of golf annually
- \$120,000 Initiation fee
- \$10M Gross Volume
- \$6.14M approximately in Payroll
- \$8M Annual dues volume
- \$900K F&B Volume
- Food Cost 44%
- 100% a la carte (except for tournaments)
- 64 Full-time employees – 88 Seasonal employees
- 6 Board members with 3-year terms
- 65 Average age of members
- Jonas for POS System
- Bunker Renovation estimated to start Summer of 2024
- Clubhouse Refresh estimated to start Summer of 2026

THE QUARRY AT LA QUINTA WEB SITE: www.thequarrygc.com

CONTROLLER ROLE OVERVIEW

The Controller oversees the financial and human resource operations of the club, reporting directly to the General Manager. This role involves strategic financial oversight, ensuring compliance with laws and regulations, and managing various responsibilities related to accounting, human resources, and employee relations. The Controller must embody the core values and mission of the Club and promote a "people-first" mentality. The position may involve supervising additional staff in the accounting department if it expands. Working directly with the General Manager, the Controller must be a sophisticated individual who will attend Board and Committee meetings, assist in developing agendas, take and administer minutes, and tend to other functions of the Board and committees. The Controller should demonstrate leadership, problem-solving skills, adaptability, ethical conduct, and the ability to work effectively with others while maintaining attention to detail and upholding organizational values.

KEY AREAS OF EXPECTED ABILITY AND PROFICIENCY

MANAGEMENT AND LEADERSHIP

- Develop and enforce general policies established by the Board of Governors and General Manager/COO.
- Select, administer, develop, and lead all employees under supervision.
- Ensure Club operations comply with local, state, and federal laws.
- Uphold the mission, policies, and procedures of the Club.
- Ability to effectively communicate in English; fluency in Spanish is desirable.
- Ability to solve complex business problems, interpret instructions, and adapt to changing circumstances.
- Strong problem-solving skills, ability to operate telephone and voicemail systems, and an information technology background are a plus.
- Courageous thought partnership with GM and strategic thinking are valued attributes.

FINANCIAL REPORTING AND RESPONSIBILITIES

- Prepare monthly financial statements, including balance sheets, income statements, and cash flow statements, along with departmental statements.
- Collaborate with the General Manager to develop and finalize an annual budget for all Club operations, ensuring approval by the Board of Directors.
- Coordinate with external auditors for the annual audit, providing necessary schedules and documentation.
- Oversee the preparation of federal, state, and local tax returns.
- Maintain financial records for ongoing capital projects. Provide financial support and analysis to the General Manager, Board Treasurer, and Department Heads.
- Manage A/P and A/R, including collections for overdue member billings and oversee/maintain the general ledger.
- Reconcile all bank accounts and balance sheet accounts monthly.
- Verify the proper maintenance of insurance records for club property.
- Maintain fixed asset ledgers and prepare depreciation schedules.
- Assess and ensure consistent application of accounting policies and procedures for internal controls.

HUMAN RESOURCE MANAGEMENT

- Ensure club compliance with employment laws and regulations.
- Assist managers with employee relations situations, provide advice and timely resolution.
- Responsible for on-and off-boarding of Club employees.
- Oversee payroll functions, and manage the 401K plan, and Workers Comp Program.
- Maintain the Employee Handbook.
- Administer and manage requests for FMLA, ADA, and CFRA.
- Manage the Group Insurance Program.
- Oversee the safety program and ensure Cal OSHA compliance.
- Receive and process all formal employee complaints.

BUDGETING AND FINANCIAL PLANNING

- Coordinate the development of annual operating and capital budgets.
- Manage the approved budget throughout the fiscal year and conduct monthly variance analysis.
- Drive preparation of accurate monthly and year-end financial statements.
- Analyze processes for improvement and recommend changes.
- Perform monthly variance analysis between actual results and budget.
- Assist with periodic cash forecasts.
- Ensure regular reconciliations of all balance sheet accounts.
- Oversee proper recording of all financial transactions.
- Participate in special projects and prepare ad hoc reports as needed.

CANDIDATE QUALIFICATIONS

- 5 years + of experience working in the accounting field with a preference toward golf or country club experience.
- Knowledge of private Clubs, food & beverage trends, and customer relations management systems encouraged.
- Has a thorough understanding of generally accepted accounting principles (GAAP).
- Has a proven track record of working independently, as well as within a team environment.
- Has demonstrated strong organizational skills, attention to detail, and the ability to adapt to various situations and needs quickly.
- Has strong oral, written, and interpersonal communication skills. He or she can communicate effectively in a collaborative work environment.
- Has a demonstrated ability to follow through on commitments, is detail-oriented, and meets deadlines.
- IT & software knowledge is strongly desired; an Information technology background to assist in overseeing clubs' IT needs is a plus.
- Experience working with JONAS Club Management software a plus.
- Able to write reports, business correspondence, and procedure manuals.

- Able to effectively present information and respond to questions from managers, vendors, members, customers, and staff.
- Adept at solving practical problems and dealing with a variety of concrete variables in situations where only limited standardization exists.
- Advanced knowledge of Microsoft-based personal computers, Microsoft Office suite, and experience with accounting software like JONAS Club Management is a plus.

EDUCATION AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree in Finance or Accounting.
- 5+ years of professional finance/accounting experience with a minimum of 3+ years at a Controller/Staff Accountant level and current accounting certifications, preferably with golf or country club experience.
- CHAE certification preferred.
- In lieu of a formal degree, a minimum of five years related experience and/or training; or equivalent combination of education and experience.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary offer is commensurate with qualifications and experience. The club offers an excellent bonus and benefits package. Salary Range: \$125,000 - \$175,000, with bonus potential up to \$20K.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to attach when prompted during the online application process. Please be sure your image is not on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to The Quarry at La Quinta General Manager/COO, Jay Head, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why QLQ and the La Quinta area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than 25th of March 2024. Candidate selections will occur in late March, with the first Interviews expected in April 2024 and the second interviews a short time later. The new candidate should assume his/her role in early June.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - Quarry”

(These documents should be in Word or PDF format)

Note: Once you complete the application process, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor: Bethany@kkandw.com

Search Executive:

Michelle A. Riklan, Search Executive

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