

Soave Hospitality Group, Inc., is a collection of prestigious private clubs in North Naples, Florida, and part of Soave Real Estate Group, a subsidiary of Soave Enterprises, a Southeast Michigan-based firm. We are urgently seeking an experienced Controller to undertake all aspects of the financial management and golf operation processes of its new golf club currently under development. The exclusive Kinsale Golf Club, featuring an 18-hole championship golf course and clubhouse, is scheduled to open during the Fall of 2024. The successful candidate will also have potential involvement in other private clubs owned and operated by Soave. This is a full-time position with a competitive base salary and benefits package.

Primary Responsibilities:

Responsible for financial management and processes for privately owned golf courses with potential involvement in other private club operations. Assists with all functions of the accounting process from budgeting to monthly financial statement preparation. Manages both accounts receivable and accounts payable functions, including but not limited to processing invoices, preparing statements, making payments, collecting collections, reconciling, and keeping records.

Assists with the general manager's review of payroll.

Reconciles and audits multiple bank accounts and cash banks.

Oversees member billing and reviews aging reports

Participates in the verification of inventories for pro shop merchandise, beverages, food, supplies, equipment, furnishings, and other Club assets

Implements and adheres to policies and procedures for the Accounting function, including compliance of all company accounting standards.

Assists General Manager in preparing and monitoring the annual budget and revenue goals and generating various (weekly, monthly, quarterly, and annual) business volume forecasts.

Prepares and submits monthly financial statements and supporting schedules that identify actual, budget, variance, and over/under based on the plan.

Performs or monitors daily revenue audits for revenue-generating departments

Analyzes various accounting reports such as accounts receivable, accounts payable, inventory, various general ledger, and monthly financial statements.

Prepares, coordinates, and reviews the closing of year-end books and records with the Corporate Controller.

Monitors contracts with facility vendors.

Ensures collection and payment of applicable local, state, and federal taxes. Prepares monthly tax reports. Additional duties and/or responsibilities as needed

Education/Experience:

Minimum of a bachelor's degree in accounting with at least three years of prior related experience in a large club/resort environment.

Minimum of 5 years experience in Club management

Proficient in Excel, Word, Outlook, PowerPoint, Jonas Accounting and POS System, and Club software Foretees.

Soave Hospitality Group, Inc., offers an attractive and competitive compensation and benefits package, including medical, dental, vision, PTO, and 401k Plan with match. Interested professionals who meet or exceed the established criteria are encouraged to submit a Resume and Cover Letter to:

Abadis Ruiz
HR Manager
13940 Old Coast Rd.
Naples, FL 34110

Abadis.ruiz@soave.com

Soave Hospitality Group, Inc., provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We are a Drug-Free Workplace. E-Verify Employer.