



**Controller
Bear Lakes Country Club
West Palm Beach,
Florida**

A Bear Lakes membership is a well-deserved reward. Whether your passion is golf, tennis, socializing, or all the above, you'll fit right into our active lifestyle. Members enjoy two world-class Jack Nicklaus Signature courses, 6 immaculate Har-Tru tennis courts, a junior Olympic-sized pool, and a calendar full of social and culinary events. Our contemporary 22,000-square-foot clubhouse with a panoramic view of the Lakes Course is ideal for relaxing and engaging in conversation.

Our Tradition is built on providing unique member experience. Enjoy a round of golf, play or watch a tennis match, lounge by the pool, or participate in our full calendar of golf, tennis, dining, and social events with friends and family. At Bear Lakes, you'll find all the amenities to indulge your interests and cultivate relationships. Once you experience it, you'll find no place you'd rather be.

Established in 1984, Bear Lakes proudly honors our history while adapting to meet the needs of our members. That's why we say Bear Lakes is "Tradition Redefined".

Mission Statement

Our mission at Bear Lakes is to provide exceptional service to our member-owned country club. We strive to create a member experience that makes us the club of choice!

Our Vision

Our vision is always forward, and we continuously challenge our employees to think bigger and build on our core structure. Our core structure will shape and mold Bear Lakes into the Club that members and employees want to be at!

Controller

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Summary: The 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 for keeping precise records, aiding in establishing procedures to ensure proper checks and balances, and to maintain a high level of integrity in the operation. This position includes supervisory duties of accounting staff as assigned.

Essential Duties and Responsibilities include the following

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.

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 members regarding monthly statements.

What's in it for you?

- Group health coverage (medical, dental, & vision)
- Employee Assistance Programs
- Pre-tax spending accounts
- 401(k) plan
- Company provided life insurance.
- Education extended for process and program needs.
- Employee meals
- Paid holiday schedule, paid vacation & sick/personal business

Requirements

Education/Experience:

Bachelor's degree (B. A.) in accounting from a four-year college or university plus a minimum of 4 years' related experience and/or training; or equivalent combination of education and experience. Country club and/or Hospitality experience preferred

Please email resume and cover letter to hrrspecialist@bearlakes.org