



Glen Eagle Golf and Country Club is a private, gated community with 1234 units comprised of 924 golf memberships and 310 social memberships. Our 15 neighborhood communities host residences ranging from condos to villas to private homes. Glen Eagle has a residence to fit every lifestyle.

Job Title: Controller/HR Liaison

Reports To: General Manager/COO; dotted line to BOD Treasurer

FLSA Status: Exempt

JOB SUMMARY

Responsible for the development and operation of an effective system of accounting, budgeting, financial controls, asset management. Advises and makes recommendations to the General Manager/COO concerning financial controls and human resource aspects. Liaison to Glen Eagle Finance Committee and provides relevant financial information and works through the development and analysis of various reports and briefings with committee members.

HOURS/DAYS

Monday through Friday, occasionally weekends depending on amount of work and deadlines. Hours fluctuate based on level of work.

ESSENTIAL CONTROLLER DUTIES AND RESPONSIBILITIES

- Cooperates with the General Manager/COO and is responsible in all administrative matters concerning his/her position as a club associate.
- Oversees member billing and/or other contractual accounts for their dues and charges and the enforcement of rules. Deals directly with members on billing questions and provides satisfactory resolution to financial disputes.
- Directs the development and recommends improvements (modules) to the accounting system (Jonas).
- Prepares budget policies, procedures, and best practices for the effective and efficient operation of the club.
- Directs the preparation and presentation of the club's budget and sees that the various Department Heads are advised and assisted as necessary in the preparation of their individual budgets. Works with Finance Committee on review and adjustment of proposed budgets to represent the membership's view.
- Analyzes and presents monthly to the various Department Heads regarding their department's variations between budgeted and actual results in both assets and operating accounts with suggested corrective actions. Reviews monthly results with Finance Committee and Treasurer explaining variances, makes recommendations or suggesting corrective actions.
- Safeguards the Association accounts; reviews the recording entries in the accounts and makes adjustments/corrections as needed, such that the financial statements are internally consistent.

- Directs and coordinates auditing activities and with the external audit firm chosen by the Board of Directors; and discloses all unusual or apparent variations from authorized and accepted accounting standards to the external auditors.
- Prepares and submits the monthly Sales Tax Return to the Florida Department of Review; and reviews, updates, and submits the annual Tangible Personal Property Tax Return to the Collier County Property Appraiser.
- Directs or participates in the taking of all physical inventories; verifies values; investigates variations between actual and recorded values; and brings variations to the attention of the appropriate Department Head.
- Coordinates the review and documentation of annual General Liability and other necessary insurance needs with the current broker (Gulfshore Insurance).
- Safeguards cash on hand and funds in the various bank accounts; sees that income is properly and correctly deposited; approves all vouchers for payment and supervises the drawing of all checks.
- Supervises the accounts receivable and preparation of lists of past due accounts; notifies the drawee of returned checks; reminds by mail or phone such delinquent accounts, and reports remaining delinquent accounts to the General Manager/COO.
- Approves the employment of new or replacement accounting personnel and training in their area of responsibility.
- Executes general responsibilities common to all executives in minimizing the costs of departmental operations and safeguarding the reputation of the club.
- Manages cash requirements and communicates cash needs and shortfalls to the General Manager/COO.
- Communications throughout the year with the external audit firm such that the books and records are in good order when field work is performed.
- Trains associates on accounting functions and point of sale system as needed.
- Prepares payroll, serves as the liaison regarding timekeeping discrepancies. Serves as the liaison in the coordination of associate benefits.
- And completes other duties as assigned by the GM/COO.

ESSENTIAL HUMAN RESOURCES (HR) LIAISON RESPONSIBILITIES

In charge of all aspects of human resources and benefits for the club's employees. This includes working closely with the current professional employer organization (Paychex) from processing the hiring documentation to terminations, timeclock system and the medical, dental and vision.

- Paychex- ensure the hiring documentation is complete and legible and the department head has reviewed the DHR and Glen Eagle handbooks with their new employees. Providing department heads and employees with all HR forms such as direct deposit, 401-K, time off requests; change of address, and employee separation (termination) to name a few. Coordinate with Decision HR for the annual on-line benefits program and helping employees navigate the online system. Making sure all human resource forms are current especially the I-9 Form, (Employment Eligibility Verification) and W-4 (Withholding Certificate). Distribute the bi-weekly payroll to the managers and at year end the W-2s.
- Work closely with the current medical and vision provider on the annual renewal options with the GM/COO. Coordinate with Paychex and department heads for the best possible date and time for the annual open enrollment meeting. Review and process all enrollment forms – distributing to Paychex (employee deductions)

QUALIFICATIONS

- Bachelor's degree in Accounting/Finance or Work Experience Equivalent.
- Minimum of 5-7 years' experience in Club Accounting (3 as a Controller/Assistant Controller)
- Proficient in Excel, Word, Outlook, Power Point, Paychex PEO, Jonas Accounting and POS System
- Strong interpersonal skills including ability to communicate effectively, ability to listen and comprehend, ethical, assertive, problem solving, team player.
- Operate typical office equipment, such as copier, scan, postage meter, phone system, etc.
- Organizational Skills- able to maintain documents in an orderly manner supporting timely retrieval of information.

Compensation and Benefits

- Base salary commensurate with experience - Standard benefits
- Medical, Vision and Dental after 60 days (Employer pays up to 95%) – Including Telehealth
- Employer Paid Life insurance and long term and short-term disability.
- 401K (after 90 days) – 4% Match
- Cell Phone Reimbursement
- 3 Weeks' Vacation + 3 PTO Days
- Employer Pays - Any applicable association dues.

Application Instructions

Professionals interested in applying for the position, please submit Cover Letter and Resume to:

Michael J Raber

General Manager/COO

mraber@gleneaglecountryclub.com