

POSITION DESCRIPTION

Position: Controller – Heritage Oaks Golf & Country Club, Sarasota FL

Reporting Relationships: Reports to the General Manager, working closely with Club Treasurer, Club Finance Committee Chair and Club President. Reporting to this position are an Accounting Assistant / Human Resource Specialist and Bookkeeper. Work closely with Staff Department Heads and Finance Committee members.

Responsibilities:

- All financial operations, including accounting, finance, treasury and tax for a Private Bundled Country Club Community (CIRA) with annual revenues of \$8.6 million supported by 850 households.
- Financial reporting and analysis on a monthly and annual basis.
- Budgeting, financial planning and forecasting.
- Maintaining an effective system of internal controls.
- Managing and directing a staff of two.
- Manage employee benefits programs.
- Manage IT consultant.
- Coordinate external audit and any local tax audits.
- Oversee monthly billing and billing disputes.
- Maintain personnel records for all employees and manage Human Resources responsibilities. Perform new employee orientations.
- Actively participate in all Finance Committee meetings.
- Attend monthly Board of Trustees Meetings.
- Secure and Protect the Club Assets
- Perform other duties as assigned by the General Manager.
- Quality of operations within the Budgetary constraints

Position Qualifications:

- 4-year college degree with a major in Accounting. MBA or CPA a plus.
- CHAE Certification preferred
- Minimum 5 years related experience in private club or hospitality industry.
- Competent with Microsoft Office Applications and Jonas

Please send resume to:

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