



Candidate Profile

Controller

Kelly Greens Golf & Country Club
12300 Kelly Greens Blvd.
Fort Myers, FL 33908
www.kellygreens.com

Organization

Kelly Greens Golf & Country Club is a private, bundled community in Fort Myers, Florida and is close to the gulf beaches and Sanibel-Captiva Island. The private gated community began development in 1987 and currently consists of 900+ residences comprised of single - family homes and various models of condominiums. Kelly Greens is a bundled community and therefore financially sound.

Position Summary:

The Controller is a senior management position responsible for guiding and directing the financial operations of the Club. This role oversees all aspects of accounting and ensuring compliance with generally accepted accounting principles. Reporting directly to the General Manager, the Controller interfaces with the Treasurer, Board of Directors, Finance & Audit Committee, and Department Heads.

Tasks/Duties:

- Coordinate and review all accounting activities, including accounts payable, accounts receivable, general ledger, trial balance, journal entries, bank reconciliations, payroll, accrued expenses, fixed assets, balance sheet, and cash flow.
- Oversee member billing and collections.
- Manage cash flow schedules and conduct timely and accurate preparation of monthly financial statements and reporting packages, including detailed department analysis and budget variance explanations.
- Report to the Finance Committee monthly and assist the Treasurer in preparing a report for the Annual Membership Meeting.
- Monitor and reconcile financial activities of special projects and prepare necessary reports.
- Collaborate with the General Manager and Department Managers to develop and manage operating budgets and capital/reserve budgets.
- Oversee payroll processing and review of payroll register for exceptions.
- Coordinate with external auditors for annual audits.
- Ensure compliance and filings with all federal, state, and local taxing authorities.
- Assist General Manager in negotiation, adequacy, and maintenance of the Association's insurance policies.
- Oversee departmental monthly or annual inventories.

- Recommend enhancements to processes and financial policies.
- Oversee and comply with record retention policies.
- Provide financial insights for long-range planning and guidance to improve results.
- Oversee IT and recommend enhancements for improved technological infrastructure and systems.

Other responsibilities include:

- Ensuring compliance with company policies.
- Assisting other departments in forecasting and financial needs.
- Accelerating receipts, invoicing, and controlling disbursements.
- Establishing and maintaining credit and collection procedures.
- Evaluating and implementing computerized accounting systems.

Qualifications:

- Bachelor's degree in finance and/or accounting preferred, but not required.
- Five to seven years of professional accounting experience, with at least three to five years as the Controller or equivalent position preferably in a private club or association setting.
- Proficient in Excel, Word, Outlook, Power Point; experience with Jonas Accounting and POS System is desirable.
- Experience working with volunteer Boards and committees is a plus.
- Experience with construction and renovation projects, including reporting, is desired.
- Proficient in analyzing, interpreting data, and preparing reports.

Skills and Attributes:

- Team player with strong interpersonal skills.
- Ability to think outside the norm when problem-solving.
- Organizational skills, with the ability to maintain documents in an orderly manner and retrieve information timely.
- Strong work ethic.

Special Requirements:

- Physical demands include the ability to lift to 50 pounds, standing, sitting, walking and occasional climbing.
- Required to work at a personal computer for extended periods.
- Ability to talk on the phone for extended periods.
- Ability to detect auditory and/or visual emergency alarms.
- Ability to work extended/flexible hours, weekends, and attend Board meetings as required.
- Driving when necessary.

Compensation and Benefit:

- Compensation of base salary and annual performance bonus is commensurate with qualifications and experience.
- Kelly Greens offers an excellent benefits package that includes health insurance, dental/vision insurance, PTO, 401(k) with match, complimentary golf, and meals while at work.

Kelly Greens maintains a culture of kindness and is dedicated to support the needs of our team through our commitment to the family/work life balance, providing development opportunities, free employee meals, staff activities and events, and a team atmosphere. Kelly Greens Golf & Country Club is an EEOC company and a Drug Free Workplace

A full background check will be conducted on candidates. Professionals who meet or exceed the established criteria are encouraged to contact:

Jordan M. Kovalcik, CAM
General Manager/COO
Kelly Greens Golf & Country Club
jordan@kellygreens.com