



NAPLES SAILING & YACHT CLUB

Where Friendship Meets The Water™

Job Title: Controller

Job Summary: The Controller is responsible for overseeing all financial operations within the club, ensuring accurate accounting, financial reporting, and budgeting. This role involves managing the club's financial transactions, providing strategic insights to leadership, and ensuring compliance with financial regulations. Evaluates operating results in terms of costs, budgets, policies of operation, trends, and increased profit possibilities. The Controller will work closely with department heads and external auditors to maintain the club's financial health, while also implementing best practices for financial management.

Key Responsibilities:

- Oversee all aspects of the club's financial operations, including general accounting, budgeting, forecasting, and financial reporting.
- Prepare monthly, quarterly, and annual financial statements, ensuring accuracy and compliance with generally accepted accounting principles.
- Manage accounts payable and receivable, ensuring timely and accurate processing of invoices, payments, and collections.
- Monitor cash flow, maintain bank reconciliations, and manage cash reserves to support the club's operations.
- Assist in the development of the club's annual budget and financial forecasts, working closely with department heads to assess financial performance.
- Provide financial analysis and recommendations to the management team to support decision-making and improve profitability.
- Ensure compliance with federal, state, and local tax laws, regulations, and reporting requirements.
- Supervise and mentor accounting staff, ensuring high standards of performance and accuracy in financial reporting.
- Coordinate and manage the annual audit process, working with external auditors to provide necessary documentation and resolve issues.
- Manages and conducts internal auditing programs to ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Implement and maintain financial controls and processes to safeguard the club's assets and minimize financial risk.
- Monitor and analyze key financial metrics, identifying trends and making recommendations for improvement.
- Collaborate with other departments to ensure financial objectives are met and maintain strong relationships across the organization.





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- Verifies that all insurance records for club property and liability are maintained, quoted and reviewed annually.
- Works with insurance vendors to provide quality employee insurance benefits.
- Prepares accounting reports as necessary and appropriate for dissemination to the Bridge.
- Verifies that all procedures concerning the 401K program available to the employees are followed and that the club properly maintains all records.

Qualifications:

- Bachelor's degree in Accounting, Finance, or related field (CPA or CMA designation is preferred).
- Minimum of 5 years of experience in accounting or finance, with at least 2 years in a managerial or supervisory role.
- Strong knowledge of accounting principles, financial reporting, and budgeting.
- Experience with financial software and accounting systems (e.g., QuickBooks, Microsoft Dynamics, or similar).
- Exceptional analytical skills and attention to detail.
- Strong organizational skills, with the ability to manage multiple priorities and deadlines.
- Excellent communication skills, with the ability to present financial information to non-financial stakeholders.
- Knowledge of the unique financial needs and operations of a private club or hospitality environment is a plus.
- Ability to work collaboratively with management and staff in a team-oriented environment.

Working Environment:

The Controller will work in a professional environment, interacting with various levels of staff, management, and external partners. The role demands a high level of integrity, attention to detail, and the ability to maintain confidentiality in all financial matters.





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Please send resumes to:

Alma Lako

Assistant Controller and HR Manager

896 River Point Dr

Naples, FL 34102

Phone: 239-307-4490

alako@thensyc.com

896 River Point Drive | Naples, Florida 34102 | 239-774-0424

26° 08' 19" N | 81° 47' 20" W