



Position: Controller - CFO

FLSA Status: Exempt

Department: General & Administrative

Reports to: General Manager - COO

Submit Credentials to: Nancy Berman, Director of Human Resources nberman@palmaire.net

Candidates please include: *Palm Aire Controller 2020* as subject in email submittal!

Palm Aire Country Club is a private, member owned, Country Club in Sarasota that includes 2 eighteen-hole championship golf courses, 8 har-tru tennis courts, 8 pickleball courts, fitness center, Junior size Olympic saltwater pool and a 30,000 square foot clubhouse.

Job Summary

Responsible for the development and operation of an effective accounting system and financial controls relating to all Club activities. Responsible for advising and making recommendations concerning financial and control aspects of the Club. Aid in achieving overall Club objectives, policies and plans. The Controller is the Chief Financial Officer of the Club, performing duties as assigned by the General Manager and under the general oversight of the Treasurer

Responsibilities – Not limited to:

- Hire, train and supervise the support staff.
- Supervise all accounting and financial records for the Club.
- Formulate, review and ensure integrity of accounting and record-keeping procedures.
- Prepare financial reports and operations data as required by the Board of Governors for ongoing control and budgetary planning.
- Review the input of all charges, credits, and payments to member accounts. Track daily cash flow.
- Review bi-weekly payroll data and approve accounts payable vouchers.
- Keep detailed records of prepaid Expense, Deferred Income, and Accrued Expense.

- Close monthly activities, write up and input journal entries, run trial balances, reconcile accounts, finalize financial statements, and appropriate monthly and annual financial statements for distribution to the Board of Governors.
- Update Capital Expenditure report monthly and distribute it to the Board of Governors.
- Prepare monthly sales tax reports & monthly bank reconciliations.
- Prepare quarterly payroll tax returns for Federal (941) and (940) and State Unemployment.
- Prepare quarterly Income Summary report by line item.
- Update work papers monthly year-end audit.
- Set up and maintain system hardware and software in accounting; lend support to other departments.
- Supervise year-end turnover in payroll, running W-2's, 1099's and required Federal and State reports.
- Work with independent auditors to assist in the completion of the year-end audited financial and work papers.
- Work closely with department managers, General Manager and Board of Governors in the budget process, providing historical data and forecasting assistance.
- Set up new-year budget information in operating system and maintain throughout the fiscal year.
- Work with the Audit Committee and independent auditors to ensure that accounting records are accurate.

Credentials

- Strong financial and accounting background, including a thorough understating of generally accepted accounting principles, profit and loss, balance sheet, cash flow management and budgeting.
- Bachelor's Degree in Accounting and/or CPA certificate Preferred.
- Five years or more accounting experience in a club atmosphere preferred.
- Strong Supervisory, Analytical and Organizational Skills.
- Strong Communication and Interpersonal Skills.

- Ability to Work as a Team Player Across Departments.
- Proficient in Jonas, Microsoft Excel and Word.

Compensation and Benefits

- Compensation is commensurate with qualifications, experience and proven track record.
- 401 (k) Plan, after one year of service.
- Medical, Dental, Vision, Life and AD&D and Long-Term Disability available first month. after 60 days.
- Sick and Vacation, after one year of service.
- Professional Association membership dues and related continuing education.

EEO Statement

Palm Aire Country Club is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Resume Submission

Candidates should send their cover letter, resume and supporting materials to nberman@palmaire.net. Or to Palm Aire Country Club, C/O Nancy Berman, 5601 Country Club Way, Sarasota, FL 34243. **Candidates please include: *Palm Aire Controller 2020*** as subject in email submittal! Resume submission deadline is September 8th, 2020.