



Club Controller

The Pickleball Club, headquartered in Sarasota, FL is a developer and operator of premier membership based one of a kind indoor pickleball clubs in the state of Florida. The Company is well underway with its plans to develop 15 facilities across the state of Florida with its strategy to take advantage of the significant unmet demand for quality indoor sports facilities across Florida. Our first state-of-the-art facility is now open and operating in Lakewood Ranch.

TPC is a new exclusive private club experience for pickleball enthusiasts of all levels. TPC prides itself on providing world-class facilities and service to our members and their guests. TPC is a full-service club with 12 indoor pickleball courts, 2 outdoor covered courts, and 2 bocce courts. We offer a suite of member benefits including member concierge services, engaging member events and in-house instructional professionals. Pickleball is the fastest growing sport in the United States and TPC is the leader in the market.

This is an ideal job for an established Controller who is prepared for the next step in their career. 15 club openings are scheduled for the next 5 – 7 years.

Essential Functions

The Club Controller plays a pivotal role in managing the financial and administrative aspects of the club. This position requires meticulous attention to detail, proficiency in various software tools, and a strong understanding of accounting principles. The Club Controller works for the General Manager ("GM") and with the Senior Corporate Controller ("SCC") to develop effective policies, procedures, and controls to safeguard assets and accurately measure financial performance and manage all aspects of club accounting. The Club Controller ensures accurate financial records, efficient member billing, and effective HR and payroll processes, auditing forecasts, & budgets, taxes, and other related activities such as record keeping.

Responsibilities

- Directs financial and administrative operations of The Club in collaboration with the GM and SCC.
- Manages all accounting operations including Cash Management, Billing, A/R, A/P, GL, Cost Accounting, Inventory Accounting and Revenue Recognition.
- Maintains accurate financial records and ensures compliance with accounting standards.
- Monitors actual v budget variances monthly.
- Prepares and publishes timely monthly financial statements and administers the monthly business review process with the GM and SCC.
- Manages and conducts internal audits and ensures policies and procedures are consistently followed.
- Oversees payroll and HR benefits administration for the Club and its 35 employees.



- Coordinates with the Senior Corporate Controller to complete the month end close process within three business days.
- Works daily with the GM of the club to manage payables, receivables, and member billing.
- Manages the member billing process and sets up new member programs in the club's systems, ensuring seamless integration.
- Addresses member inquiries related to billing and payments.
- Works with the following software packages: Office 365 Suite of applications, Clubessential, Paylocity, Yellow Dog, Court Reserve. Needs to be proficient with Microsoft EXCEL.

Qualifications, Education and Experience:

- Accounting Degree from accredited institution.
- A minimum of 4 years of relevant experience as a Controller, preferably in the Club industry.
- CPA certification is a plus.
- Proficiency with Microsoft Excel and the Microsoft Office Suite is a must.
- Proficiency with accounting software, preferably Clubessential, Jonas or Sage Intacct.
- Proficiency with payroll processing and payroll software, preferably Paylocity.
- Familiarity with inventory and court reservation software, preferably Yellow Dog and Court Reserve
- Ability to make quick decisions to best serve our members and their guests.
- Excellent conflict resolution skills
- Employees are required to be CPR/AED Certified (having completed in person training) or must complete in person training and obtain certification at their own cost within 30 days of employment.
- Professional demeanor with the ability to use independent judgement to quickly handle any member accounting issues.
- Must be able to apply principles of logical thinking to define problems, collect pertinent data, establish facts, and draw valid conclusions and initiate appropriate course of action.
- Must be able to work at a fast pace, perform duties while under pressure and meet deadlines in a timely manner, to interact/communicate with other site employees, members, and guests in a professional and pleasant manner.
- Friendly, Energetic and Outgoing Personality
- Reliable, Service Driven, Motivated Team Player
- Excellent attention to detail
- Adaptive and flexible mentality
- Ability to work well under pressure and multi-task.
- Ability to accept constructive criticisms in a professional, expedient, and positive manner.
- Professional appearance always
- Other duties as assigned.

Reporting:

The Club Controller reports to the General Manager.

**Physical Requirements:**

- The ability to lift 10 pounds regularly, squat and bend over regularly. carry out repetitive motions regularly, lift and carry awkward items, stand for length of shift.
- Must have a valid form of ID.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment
- We are a Drug Free Workplace. Passing a drug test is a condition of employment.

The functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change, or rescind the work of different assignment positions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

EEO Statement:

The Pickleball Club is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, race, color, ancestry, national origin, citizenship status, military or veteran status, religion, creed, disability, sex, sexual orientation, marital status, medical condition as defined by applicable law, genetic information, gender, gender identity, gender expression, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances.