



THE CLUB AT QUAIL RIDGE

Controller

As an established and exclusive country club community in the heart of Palm Beach County, we're seeking a true leader to join our family here at **The Club at Quail Ridge**, serving as the **CONTROLLER**. This is an exceptional opportunity!

We are looking for our next Superstar to join our team of Managers that have helped the Club become both a Distinguished Club as recognized by Board Room Magazine and a Platinum Club of America by the Club Leaders Forum. This position will lead the day to day Accounting department, working hand in hand with the current Chief Financial Officer and be a part of the executive team making decisions with the General Manager and Directors. The department consists of six staff members, CFO and Controller with four direct reports of accounts receivable clerks and accounts payable clerk.

OUR COMMUNITY

Experience the *Everything Matters lifestyle* at The Club at Quail Ridge, a premier, private, gated Country Club community. Located in Boynton Beach, within the heart of Palm Beach County, Florida, our residents enjoy an enviable lifestyle of casual elegance and luxury. Quail Ridge offers over 600 acres of lush and beautifully landscaped grounds, 947 residences, 2 championship golf courses, 16 Har-Tru Tennis Courts, six Pickleball courts, a Spa & Fitness Center, miles of walking trails, an endless calendar of engaging social and cultural activities, world-class dining and sporting events, and a beautiful recently new 23-million-dollar Clubhouse. Our community is ideally-located, close to fine restaurants, shops, entertainment and cultural activities in one of America's most famous vacation areas. Breathtaking beaches, boating, deep water sports, shopping and entertainment are all nearby.

Quail Ridge has it all, showing our members an unparalleled level of service, security, and peace of mind. With 24-hour security patrol, on-site medical first response, and a host of community services including on-site housekeeping, general maintenance and in-home dining services. With an on-site horticulturist, and extensive landscaping and grounds crew, the Club is also recognized as a certified Audubon Cooperative Sanctuary by the National Audubon Society, one of the oldest organizations in the world that uses science, education and grassroots advocacy to advance its conservation mission. It is the beautiful landscaping, safety, and service excellence at Quail Ridge that attracts residents to the community. The secret to our success is found in the genuine friendliness and camaraderie of our members and the impeccable service delivered by our dedicated staff, eager to exceed expectations and uphold our mission that *Everything Matters*.

OUR MISSION

At Quail Ridge, *Everything Matters*. Quail Ridge believes that quality employees create quality experiences, we make the commitment to provide professional, consistent and first-class service with positive energy and a sense of urgency.

If you are a true leader with exceptional experience, exemplary member service skills, and the desire to be part of a dynamic team environment, then we encourage you to read on and apply to be our next **Controller**.

SUMMARY: Responsible for overseeing financial reporting, monitoring systems and internal control of Quail Ridge Property Owners Association ("POA" dba The Club at Quail Ridge, and includes QR Realty – "Realty", a subsidiary of the POA) and Quail Ridge Condominium Association ("Condo"). Responsible for preparing monthly closings and financial statements (including various committees' reports and Annual Budgets for the POA and Condo).

Essential Functions

- Review the general ledgers and related reconciliations for the POA, Realty, and Condo .
- Monitor, maintain, enhance and develop systems throughout the Community -
 1. General Maintenance data input :Work In Process, Review of Contracts, and Productivity
 2. Central Inventory: Timely data input, Monitor Inventory (physical and valuation), Monitor access to restricted area
 3. Equipment and Vehicle Repairs: Monitor timely and data input
 4. Housekeeping/Rental Activity
 5. Landscaping and related departments



- Prepare weekly flash reporting.
- Maintain the Fixed Asset Registers for: POA and Realty companies
- Compile insurance spreadsheets for liability and workers compensation.
- Assist CFO in developing, coordinating and maintaining infrastructure studies for the POA and Condo local areas.
- Prepare annual budgets and coordinate with department heads and area governors for: POA, Realty, and Condo
- Prepare monthly financial statements of the POA/Realty/ Condo on a timely basis.
- Maintaining integrity of the Jonas data processing system.
- Input/coordinate Point of Sale system changes.
- Coordinate and prepare for annual audits for POA/Realty/Condo/401k/Liability and Workers Comp Insurance.
- Perform data entry and auditing.
- Maintain records for all incoming and outgoing requests.
- Monthly balancing of all accounts and reports.
- Monthly reconciliation of all assessments.
- Coordinate and prepare internal associations monthly reports.
- Answer and address member complaints in a friendly and timely manner as requested.
- Oversee weekly payroll processing with Human Resources and work with HR on any cross-accounting functions in relation to payroll, GL accounts, unemployment, 401k processing, tax items, and H2B.
- Follow standard accounting principles and up hold company financials to highest integrity and standards.
- Review and maintain all areas for internal controls.
- Run data analysis reports as needed for Sr. Management and Directors.
- Coordinate relationships with Bank and Leasing companies.
- Perform any other task as assigned by CFO/COO management.

Knowledge, skills and abilities

- Must have excellent computer skills including extensive use of Windows, Microsoft Office Programs, Jonas, and the Internet – proficient in Excel.
- Must have knowledge of commonly used concepts, practices, and procedures within an accounting area.
- Must possess excellent interpersonal and conflict resolution skills.
- Must possess excellent written and verbal communication skills.
- Must possess excellent organizational skills.
- Must be a detail-oriented individual and possess time management skills.
- Must maintain high performance standards.
- Simple computational skills (Add, Subtract, Multiply, Divide, Percent's)
- Fluent reading and writing in English with the ability to recognize signs and symbols.
- Ability to deal with routine changes often and multi task.
- Ability to deal effectively and tactfully with all employees, management and members.

Education and experience

- Bachelor's degree in Accounting and/or Business Administration and/or equivalent work experience.
- Minimum of ten (10) years practical experience in Accounting, Systems and Financial management.
- Computer experience required (Word, Excel, Outlook experience needed Jonas preferred).
- CPA a plus.
- Maintain communication and ongoing working relationship with all members and departments ensuring excellent service is achieved in all areas of service to residents.
- Deliver quality service with courtesy, sensitivity and the minimum delay, fostering a climate of mutual respect between member and department.
- Previous management experience overseeing a department required.

To apply, please submit your application and resume at: <https://quailridgecc.applicantpro.com/jobs/3256217>
Drug Free Workplace and Equal Employment -We participate in E-Verify.