



What Sets Grand Harbor Golf & Beach Club Apart from Other Clubs?

Leadership! Our Leadership Team shares the same vision. Our strong, seasoned Management Team works closely with each other to provide a high-quality lifestyle for Grand Harbor Members. It is through this close professional endeavor that the Club continues to create innovative programs, events and entertainment that Members enthusiastically support.

Amenities & Activities! With a beautiful Beach Club, two golf courses, ten Har-Tru tennis courts, pickleball and several dining options, we are one of the largest private clubs in South Florida, offering a vast array of amenities. We are also proud to offer a wide and extensive selection of Member activities and programs to meet most every interest... and it continues to grow!

We welcome you to Grand Harbor!



Position Title: Senior Staff Accountant

Reports to (Position Title): CFO

Position Overview

The Senior Staff Accountant position is responsible for day-to-day accounting functions for Grand Harbor Golf & Beach Club. This position has an important function in ensuring accurate and timely records are maintained in the Club's accounting software Jonas and AP platform Beanworks. Senior Staff Accountant collaborates with the General Manager and CFO on participating in the timely submissions of financial reports as well as assisting the Director of Human Resources with bi-weekly payroll processing in ADP.

Essential Duties & Responsibilities:

Accounts Payable

- Assists with coding of accounts payable invoices within Club third party software, Beanworks, and the movement of invoices through the approval process.
- Processes AP check run on a bi-weekly basis, makes appropriate ACH payments, and maintains banking file upload for positive pay system.
- Responsible for researching and resolving in a timely manner AP issues with the vendor and appropriate Club department after review of vendor statements.
- Maintain, review and file vendor/supplier certificates of insurance & W-9. Produces year end 1099 forms.
- Monitors bank transactions associated with AP payments.

Accounts Receivable

- Assists with month end close of member AR accounts.
- Assists with Member Disputes pertaining to their monthly statement charges.

Payroll

- Assists with the bi-weekly payroll processing at the direction of the Director of Human Resources.
- Assists with the data entry of new employees and the processing of employee change forms.
- Assists with the reconciliation of the gratuity and lesson payouts.
- Performs the upload of the payroll journal entry into the club accounting system.

Financial Statements and Reports

- Assists with the month end close by performing assigned journal entries.
- Assists with the inventory process of three outlets: Food & Beverage, Golf and Tennis
- Assists in maintaining monthly reports for the Finance Committee and General Manager as needed.
- Assists with Year End Financial Audit process.
- Assists with Capital Projects and maintaining capital budgets.

Performs other duties as may be assigned by the CFO, General Manager or Director of Human Resources at its discretion from time to time. All accounting positions will overlap in duties, emphasis on job duties may fluctuate depending on accounting department needs.

Knowledge, Skills, & Abilities

- Experience with general accounting, A/P, A/R and general ledger.
- Ability to work under tight time constraints during month end close process, handle sensitive data, and multi-task so that deadlines can be met.
- Highly organized and detail oriented and able to prioritize and manage time efficiently.

Credentials and Experience

- Bachelor's degree preferred with concentration in business or administration with accounting major or minor.
- Preferred experience in the Club industry
- Preferred knowledge of Jonas Club Management software
- Preferred knowledge of Beanworks (AP processing platform) software or equivalent

Benefits

- Competitive salary commensurate with experience and skill
- Full medical benefits to include company provided Life, AD&D and Short-Term Disability
- 401k Retirement Plan with company safe harbor match
- Generous Paid Time Off

Professionals who meet or exceed the above qualifications may submit resume by February 24, 2024 to Jennifer Moore, CFO: jmoore@grandharbor.com