



Naples, Florida

ASSISTANT CONTROLLER

An amazing opportunity exists to join Glades Golf & Country Club, Inc., one of the friendliest communities in Naples, Florida as the Assistant Controller.

ABOUT GLADES GOLF & COUNTRY CLUB

Glades Golf & Country Club is a private community, situated on approximately 200 acres, centrally located in Naples, Florida near the Collier County Courthouse. The community has 1169 condominiums split into eleven (11) individual condominium associations.

Amenities and facilities include a casual 19th Hole restaurant, complete with a pool, 10 tennis courts, 12 pickleball courts and individual condominium pools. The Administration office is located on property next door to the recreational Clubhouse.

The community has a twelve (12) member volunteer Board of Directors, who are responsible for community governance. The total budget is approximately \$15M. The Association is financially sound and debt-free.

ASSISTANT CONTROLLER POSITION OVERVIEW

The Assistant Controller will be responsible for the preparation of the monthly financial reporting process, reporting directly to the Controller & Board Treasurer. The Assistant Controller will assist with all aspects of the general ledger, including monthly, quarterly and year-end close processes. This role will assist the Controller in compliance with generally accepted accounting procedures and other regulatory requirements as well as assist in developing and maintaining internal controls and policies to mitigate risk. The Assistant Controller will play a critical role in providing financial support and expertise including the assistance of developing budgets and cash, reserve and capital forecasting. This role will also assist in the annual external audit and tax preparation. The Assistant Controller will work closely with the Controller, General Manager and Executive Management team and other key stakeholders.

KNOWLEDGE AND SKILLS QUALIFICATIONS

- Proficient in analyzing, interpreting data, and preparing reports.
- Must have experience with Fund and HOA Reserve Accounting and experience in accounting for multiple entities.
- Skilled in maintaining professional relationships with superiors, co-workers, members, and vendors.
- Ability to communicate sensitive information in a confidential manner.
- Strong working knowledge of current technology and software programs.
- Experience with construction and renovation projects, including reporting, is desired.

- Ability to gather relevant inputs from individuals across various functions and experience levels for informed analysis.
- Ability to organize and prioritize assigned projects.
- Strong problem-solving and creative thinking skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Ability to be flexible and take on additional responsibilities.
- Ability to maintain composure and handle stressful situations.
- Advanced Level in Microsoft Excel is required. Proficient in Microsoft Applications including Word and Powerpoint.

EDUCATION, CERTIFICATIONS AND EXPERIENCE QUALIFICATIONS

- Bachelor's degree in accounting from a four-year accredited college or university.
- A minimum of 2 years' experience in professional accounting, preferably in a homeowner's association operation, upscale hotel or country club.
- Minimum of 2 years' experience managing a finance/accounting team.
- Experience with Northstar application a plus.

SALARY AND BENEFITS

\$75,000 plus bonus potential. Salary is commensurate with qualifications and experience. GGCC offers an excellent benefit package and continuing education.

TO APPLY

Professionals who meet or exceed the established criteria are encouraged to submit a cover letter and resume to rebecca@gladescc.com