



**Tampa Yacht & Country Club** in Tampa has an immediate opening for **Controller**. Founded in 1904, the mission of the Tampa Yacht & Country Club is to further the tradition of providing exceptional boating, recreational, dining, and social experiences befitting our members and their families. The Club has 1,479 members and is very family oriented. As a founding member of the Florida Council of Yacht Clubs, the Club is recognized as one of the nation’s premier yacht clubs and has enjoyed the prestigious “Platinum Clubs of America” status since 2003 and “Platinum Clubs of the World” since 2020. The Club’s membership is comprised of Tampa’s social and business leaders. Club facilities include a 24,000-square-foot Clubhouse with formal and informal dining rooms, a member lounge, an elegant ballroom, and three private party rooms. Adjacent to the Clubhouse is a poolside Pavilion and outdoor bar, an Olympic Swimming Pool, Tennis Courts, a Pro Shop, Fitness/Aerobics Center, and Locker Rooms. In addition to the Clubhouse, there is also an Equestrian Center and a 90 slip Marina. The club sits on Hillsborough Bay, offering exceptional views. Annual Gross Revenues are \$18 million. Annual food and beverage revenues are \$5.1 million, with \$1.8 million in Private Events.

The Controller duties include but are not limited to: Directing the financial operations of the Club. Formulating, receiving and recommending policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters and compilation of financial and budgetary statistics. Preparing the monthly trial balance and resulting financial statements for the Club, including the income statement, balance sheet and statement of changes in financial condition, along with the required supporting schedules and other data necessary for financial reports and records. Managing and conducting internal auditing programs to help assure that records are accurately maintained and established policies and practices are satisfactorily and consistently followed. Preparing operating budgets and financial forecasts in coordination with the various committees, departments and General Manager. Analyzing financial information, monitoring budgeted versus actual expenditures and advising management about variances and their potential causes. Working with the Club’s external auditors to assure that procedures are consistent with Club policies. Verifying that all insurance records for Club property are properly maintained. Reconciling monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts. Preparing of applicable federal, state and local tax returns. Preparing accounting reports as necessary and appropriate for dissemination to the Board of Directors. Selecting, training, supervising, scheduling and evaluating accounting staff. Negotiating and maintaining contracts for maintenance of computers and office equipment. Working with the Long-Range Planning Committee, Board of Directors and Management on projections related to the Club’s on-going Master Plan. Attending monthly Executive Committee, Finance Committee, Food & Beverage Committee, and other meetings as required.

The ideal candidate will be a dynamic and accessible leader providing visible and hands-on leadership to the dedicated staff, many of whom have been with the club for many years. Excellent verbal and written communication skills, professional appearance and demeanor, good character and commitment to his/her work are a must in order to interact with members and help to assure maximum member satisfaction.

Preferred experience for the position includes five to seven years, with at least two years of experience at the Controller level or equivalent. Private Club or other Hospitality experience is a plus, but not required. A Bachelor's Degree in Business Administration or Accounting related degree is preferred. Impeccable and verifiable references required. All candidates will be subject to a comprehensive background review. Tampa Yacht & Country Club is a "drug free" workplace.

Tampa Yacht & Country Club offers an attractive and competitive compensation and benefits package to include a base salary and performance bonus potential. Standard club executive benefits to include health and dental insurance, vacation and 401(k) Plan. HFTP dues and continuing education package with emphasis on achievement of the CHAE designation. Interested professionals who meet or exceed the established criteria are encouraged to submit a cover letter and resume to Scott Fairbairn, CCM, CCE, General Manager, 5320 Interbay Blvd., Tampa, FL 33611 or via e-mail to [scott@tampayacht.com](mailto:scott@tampayacht.com)