



BAY COLONY

COMMUNITY ASSOCIATION

Naples, Florida

CONTROLLER

An amazing opportunity exists to join Bay Colony Community Association, Inc., (BCCA) one of the finest communities in Naples, Florida as the Controller. Bay Colony is looking for a highly skilled and experienced Controller to join our finance team. The Controller will be responsible for managing the Association's operations in accordance with Community policies and procedures and accounting principles, while providing excellent customer service and reporting.

ABOUT BAY COLONY COMMUNITY ASSOCIATION

Bay Colony Community Association is a private, gated community, situated on approximately 800 acres, located in Naples, Florida. The community has 941 homes, with eleven (11) luxury condominiums and five (5) neighborhoods. Six (6) of the condominiums sit on the Gulf of Mexico and one (1) of the neighborhoods is located at Bay Colony Golf Estates in Pelican Marsh.

Amenities and facilities include a 14,000 square foot elegantly casual Beach Club, complete with a pool, outdoor bar, and full-service beach. The Administration and Tennis Center is currently undergoing a complete renovation and is scheduled to reopen at year end. The Tennis amenities include a pro shop and 6 Har Tru Courts.

The community has a twenty (20) member volunteer Board of Directors, with a six (6) member Executive Committee who is responsible for community governance. The total budget is approximately \$15M. The Association is financially sound and debt-free.

CONTROLLER POSITION OVERVIEW

The Controller will be responsible for the preparation of the monthly financial reporting process, reporting directly to the Chief Financial Officer (CFO). The Controller will manage all aspects of the general ledger, including monthly, quarterly and year-end close processes. This role will assist the CFO 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 Controller will play a critical role in providing financial support and expertise including the assistance of developing budgets and cash, reserve and capital forecasting. The Controller will be responsible for supervising and mentoring the accounting team by providing guidance and assistance in development opportunities. This role will also assist in the annual external audit and tax preparation. The Controller will work closely with the CFO, 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, Powerpoint, Teams, Sharepoint etc.

EDUCATION, CERTIFICATIONS AND EXPERIENCE QUALIFICATIONS

- Bachelor's degree in accounting from a four-year accredited college or university.
- A minimum of 5 years' experience in professional accounting with at least 3 of those years at the Assistant Controller level or equivalent, preferably in a homeowner's association operation, upscale hotel or country club.
- Minimum of 3 years' experience managing a finance/accounting team.
- Experience with Northstar and Paylocity software applications a plus.
- CPA or CHAE preferred.

SALARY AND BENEFITS

Salary is commensurate with qualifications and experience. BCCA offers an excellent bonus and benefit package, continuing education, and scholarship opportunities for family members.

TO APPLY

Professionals who meet or exceed the established criteria are encouraged to submit a cover letter and resume using the following link: [Controller Apply Here](#). All qualified candidates will be required to take a Predictive Index Behavior and Cognitive Assessment.