



Boca Bay Master Association

801 Gulf Blvd, Boca Grande, Florida 33921

www.bocabay.info

Boca Bay Master Association - Controller

Full Job Description

The Boca Bay Master Association, Inc. is seeking an experienced and detail-oriented Controller to join our property management team. The Boca Bay Controller reports to the Boca Bay Association General Manager and supervises the Association's Bookkeeper and is responsible for managing all association accounting functions. Boca Bay consists of nine communities containing a total of 329 residential home sites and condominiums located on 127 acres on the southern tip of Gasparilla Island in Florida, on a remote barrier island surrounded by the Gulf of Mexico and Charlotte Harbor.

The association's operations began in 1990, and control of the association was turned over to membership in 2001 by the developer CSX Realty Corporation. The Master Association is responsible for managing the nine neighborhoods within the community and maintains the common properties shared by the residents within each neighborhood, in addition to the Master Association common property. Seven of the neighborhoods have separate boards of directors.

BOCA BAY DETAILS AT A GLANCE

Website: www.bocabay.info

Total annual associations' revenue: \$4,000,000

Total reserves for all associations: \$5,000,000

Home prices: \$3,000,000 – \$20,000,000

14 year-round employees

5 Administrative Staff, 10 Property Services Staff

BOCA BAY MASTER ASSOCIATION CONTROLLER

Essential Duties & Responsibilities

- Maintain accurate and up-to-date financial records for each of the eight associations including accounts payable, accounts receivable, and general ledger entries.
- Produce accurate and timely quarterly dues statements for all owners.
- Ensure accurate expense coding, AP preparation, and check issuance in a timely manner.
- Manage job costing, administration, labor, materials and inventory for the landscape and maintenance divisions of the Master Association.

- Process payroll in a timely manner.
- Produce monthly financial statements for the Master Association and quarterly statements for the neighborhood associations.
- Maintain all ledgers, the chart of accounts. audit and reconcile reports and information as required.
- Organize and maintain files.
- Collaborate with Boca Bay General Manager to produce the annual budgets for all associations.
- Generate regular financial reports for boards and management, offering insights into financial trends and variances.
- Prepare accurate and complete reports, forms, and specialized documents in compliance with departmental policies and GAAP.
- Provide all assistance needed for the annual audit

Qualifications

- Proven accounting experience; property management accounting preferred.
- Strong knowledge of accounting principles and practices.
- Proficient in QuickBooks accounting software, Microsoft Word, Excel, and Outlook
- Excellent communication and interpersonal skills.
- Bachelor's degree in accounting, finance, or a related field.
- 3 - 5 years' experience.

Compensation & Benefits

- Competitive annual salary range of \$80K - \$90K based on education, experience, and qualifications
- 401(k) Safe Harbor saving plan with employer matched contributions of up to 4% of base salary based on plan documents.
- Paid medical, dental, and term life insurance package with optional disability and vision benefits available
- 3 weeks paid vacation
- Required licensure and continual educational fees reimbursed
- Paid time off includes 6 personal days and 8.5 holidays: (July 4th, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve (½ day), Christmas Day, New Years Eve (½ day), New Year's Day, Good Friday (½ day), and Memorial Day

Interested candidates, please send a cover letter and resume to **Emma Doras, Boca Bay Association Manager** edoras@bocabay.info . No phone calls please