

JOB POSTING SUMMARY

The Founders Golf Club, located in beautiful, thriving Sarasota, Florida, is looking for an energetic, positive and experienced professional for the position of Controller. This senior level management position is critical to the success of the Club and will join a team of highly-motivated and happy individuals at Sarasota's premier private golf club.

The Founders Golf Club is a golf-centric club with 350 members, generating gross revenues of approximately \$7.5 million, is debt-free and has a strong cash position. The Club hosts a beautiful 18-hole championship golf course that meanders through wetlands and oak groves, full-service clubhouse and personalized, casual, friendly service. The Membership is active, kind and welcoming, excited about the future changes, as the Club is in the early stages of a master planning process with Andrew Green for a golf course renovation and Chambers Architects for a clubhouse renovation. Both projects are expected to kick off in early 2027.

Compensation commensurate with experience including a competitive base salary, annual performance bonus, health, dental, vision and life insurance, 401(k) and continuing education package.

Position is available January 13, 2025

Please send resume with cover letter to:
Caleb Elledge, CCM, PGA
General Manager
The Founders Golf Club
3800 Golf Hall Dr
Sarasota, FL 34240
Email: celledge@thefoundersgolfclub.com

JOB DESCRIPTION

Job Summary:

The Controller oversees all aspects of the accounting and technology department of the Club, ensuring accurate and timely billing, reporting of financials, trend analysis, budgeting, cost control reporting, compliance standards and high-quality maintenance and implementation of technology initiatives. Additionally, the Controller oversees onboarding documentation of employees, employee benefit administration and other human resources-related tasks as necessary.

Supervisory Responsibilities:

Assistant Controller

Physical Requirements:

Required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. Regularly required to stoop, kneel, bend, crouch and lift up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

Required Skills and Education:

Must have excellent communication skills (verbal and written) and excellent accounting and financial knowledge, including, but not limited to, budget development, implementation of internal controls, financial reporting, monitoring of key performance indicators and proficient in accounting standards such as GAAP and other pertinent accounting regulations. Proficient in Word, Excel, PowerPoint and ability to quickly learn computer skills as required for the administration and supervision of an accounting department. College degree in financial, accounting or related field required. Experience with Jonas Software or comparable software strongly preferred.

Primary Job Tasks and Responsibilities:**Management-Related:**

- Recruit, hire, train, motivate and supervise Assistant Controller and other administrative staff as may be added over time
- Ensure an environment of accountability, coaching, disciplining and terminating staff within appropriate human resource guidelines and best practices
- Maintain safety standards and safety equipment within OSHA requirements and enforcing common sense safety practices
- Adhere to legal and ethical human resources and personnel management practices
- Adhere to appropriate accounting regulations and standards
- Work with General Manager to develop and achieve goals
- Proactively and constantly investigate and implement improvement initiatives for the member and employee experience
- Work closely with all Department Heads to ensure positive, professional, clear and timely communication that contribute to a positive work culture
- Work closely with General Manager on projects, tasks, goals and initiatives

Financial and Operations:

- Ensures accurate and timely billing and recording for club revenues
- Ensures accurate and timely payment of expenses
- Oversees the timely and accurate preparation of financial reports including income statements, balance sheets, cash flow report, tax documents and internal control reports
- Coordinates and leads the annual audit process with external auditors
- Oversees payroll and benefits management, ensuring compliance with payroll regulations
- Oversees club budgeting process
- Monitors financial performance of the Club, monitoring variances and working with Department Heads to implement internal controls when necessary
- Oversees proper employee onboarding documentation, such as tax forms, benefit forms, I-9, background check, drug testing and any other required documents
- Oversees benefit administration including employee insurance programs, 401(k) and PTO
- Oversees club insurance program including G&L, workers comp, cyber insurance, property insurance, staying apprised of insurance needs and trends and communication insurance coverage adjustments as necessary

- Leads oversight and improvement practices of club technology, such as networking systems, communication systems, and internal software needs
- Stays apprised of best practices and trends in the hospitality and club management industry
- Continuously pursue additional professional certifications and professional development initiatives

Membership-Related:

- Work with appropriate committees and committee chairs, professionally listening to feedback
- Attend Board meetings, providing insight and input on all financial matters, both short-term and strategic
- Assist with the publication of newsletters, advertisements and other informational and promotional materials
- Participate in committee, board and new member orientations
- Project positive, confident and professional mannerisms and appearance as a representative of The Founders Golf Club