



Chief Financial Officer/Controller Position



Our Mission Statement

The Loxahatchee Club's mission is to provide its members, their families and guests with exceptional golf, fitness, dining, and social experiences with unparalleled personalized service that enhances a private club lifestyle, enduring friendships and a sense of community.

The Loxahatchee Club is a premier, member-owned, gated golf club and community serving 315 discerning members on a seasonal basis. Located just north of Palm Beach in Jupiter, Florida, it was created out of a love of the game of golf following in the tradition of the finest clubs in North America.

The Signature Jack Nicklaus-designed golf course is

the centerpiece of the residential community with 285 homes set on 340 acres with over 71 acres of fresh water lakes and 40 acres of greenbelt. The club and community offer an intimate environment of casual elegance, uncompromising quality, and unparalleled personal service; which is not only reflected in the golf experience, but throughout the Activities Center, dining facilities, and custom services provided by the Homeowners' Association; culminating in "The Loxahatchee Experience." The Loxahatchee Club, which opened in 1985, is a Platinum Club of America and a Boardroom Magazine Distinguished Club.

Position Profile

The position is full-time, year round and offers a compensation package including a competitive base salary, benefits package in accordance with Club policies, CMAA or HFTP Membership, 401k with matching, PTO and year-end bonus based upon positive review and the department meeting its budgeted objectives. The position will allow the chosen candidate to learn many aspects of the Club as off-season work will include miscellaneous projects and working with other departments.



CFO/Controller

The CFO/Controller is involved in the strategic planning, investments, risk management and insurance issues in the Club, HOA, Realty and Educational Foundation. Is entrusted to receive, safeguard, invest and disburse Club, HOA, Realty and Foundation funds. Is responsible to keep precise records, establish policies and procedures to ensure proper checks and balances pertaining to financial matters, to control and coordinate accounting, auditing, budgets, taxes and related activities and to maintain a high level of integrity in the operation. The CFO hires and trains direct reports and the accounting staff, directs and supervises the financial duties of department heads. Creates and maintains office procedures to ensure accurate records of Club, HOA, Realty and Foundation business. The CFO is responsible for coordinating and administering the technological needs of the Club and HOA.



PRIMARY DUTIES: ACCOUNTING

- Entrusted and responsible for all accounting, strategic financial planning, & compliance aspects of the Club, HOA, Realty and Foundation.
- Manages a team of direct (assistant controller, accounting manager, accounts payable and account receivable, other accounting staff) and indirect employees.
- Defines and maintains accounting policies and procedures and audit controls for all operations.
- Manages all federal, state and town compliance, annual general liability and other insurance renewals, licensing, and overall risk management for all companies.
- Maintains accurate records of all Club & HOA equity bond values.
- One stop shop for virtual IT, telecommunications, office equipment, key control, and record retention management. Provide support for all employees of all Lox companies. Coordinates/manages with IT consultant when necessary.



General Qualifications & Experience

A Bachelor's degree and five (5) to ten (10) years of accounting experience. Master's degree in Accounting or CPA and relevant experience preferred. Previous hospitality industry experience preferred.

Microsoft Suite of Applications expertise required, high-level Excel skills required. Complete accounting software package knowledge (JONAS accounting software or similar) is necessary.

PRIMARY DUTIES: BUSINESS OPERATIONS

- Hire, train, supervise and evaluate accounting staff.
- Create and direct staff in proper office procedures.
- Maintain filing system of records and data.
- Ensure accurate membership and business data and dissemination of that information.
- Manage and oversee the process for maintaining personnel and payroll records.
- Manages the annual renewal employee benefits process with Director of HR.
- Manages and oversees policies are in place to administer and coordinate employee benefit programs.
- Networks and coordinates information with all departments to best ensure a smooth operation while attaining common goals.
- Responsible for computerization, telecom and key control systems of the Club, HOA, Realty and Foundation.
- Assists the General Manager with Club and HOA policies and operating procedures.
- Assists the General Manager and HR Director with personnel policies and procedures and in establishment of employee manual.
- Manages the annual General Liability Insurance renewal packages of the Club, HOA, Realty and Foundation.
- Strong verbal and communication skills, presents well to GM/COO, Finance Committee, Membership, Boards.
- Responsible for other misc. Club, HOA, Realty and Foundation management responsibilities.



1. Maintain accuracy of all books and records relating to the general and overall nature of the Club, HOA, Realty and Foundation to include member and financial books and records. Manages and oversees the staff that directly implement:

- Inventory accuracy, audits, booking and reconciliation.
- The process and preparation of member statements.
- The process and payment of invoices.
- The process for payroll preparation, distribution, and approval.
- The journal entry process (to prepare and post recurring and manual entries) ensuring accuracy in the monthly financials.
- The process for monthly accounts reconciliations and maintenance of accurate supporting schedules (deferred revenue, etc.).
- The process and preparation of monthly bank reconciliations for all entities bank accounts.
- The process for monthly reconciliation of the company credit cards
- The process for Intercompany invoices of shared expenses
- The process, reports and reconciliation to prepare the monthly sales tax reporting.



2. Manages all aspects of internal and external audits, create, and maintain accounting policies and procedures, and maintain accounting and audit controls for all entities.
3. Preparation of required government reports, returns, and taxes.
4. Preparation and distribution of timely financial statements and analysis, and presentation to and review with the Treasurer and/or Finance Committee. Work with the Treasurer and/or Finance Committee to develop financial goals and plans. Includes the preparation of various reports and analyses for management review.
5. Work with General Manager and department heads in budget preparation and budget monitoring. Prepares all budget templates, roll ups, data entry, budget reporting, presentations, and final budgets.
6. Directs and maintains the processes and procedures for Club, HOA, Realty and Foundation cash management, cash accounts, investments, transfers of funds, and overall general maintenance of the Club, HOA, Realty, and Foundation. Ensures the staff performing the tasks follow procedures.
7. Primary relationship manager for all banking needs including borrowing, debt service calculations, annual line of credit renewals and any needs the Club, HOA, Realty and Foundation require.
8. Prepare all Cash projections (Long Range Financial Planning) and investment recommendations for all entities Club, HOA, Realty and Foundation.
9. Manages and oversees the procedures being followed for credit card processing and management.
10. Responsible for the security and protection of all Club, HOA, Realty and Foundation assets.
11. Manages relationships with all Board and Committee Members including onboarding, training, and treasurer transitions.
12. Supports the Boards and committees for all member meetings included but not limited to presentations for Annual Meetings, Town Hall Meetings, and Capital Planning.
13. Attends all Board and relevant committee meetings, as well as all supporting meetings for Club, HOA, Realty and Foundation.



Club Facts

At present there are approximately 315 Members with an average age of 65.

Amenities include

- 40,000 square foot clubhouse
- Dining and social facilities including the Grille Room & Bar, Turtle Café, Turtle Bar, Penna Room, Terrace, Nicklaus Room, Grout Room, Gazebo.
- Jack Nicklaus-designed 18-hole golf course.
- 3 lighted, hydro-grid tennis courts.
- Zero entry swimming pool with lap lane.
- 10,000 square foot Activities Center featuring aerobic equipment and weight machines, Pilates room, aerobics studio, massage/spa

World Class Golf

Golf is the primary passion of The Loxahatchee Club. The 7,147-yard course is often described as a “shot maker’s course,” that golfers of all skill levels find enjoyable and challenging. Jack Nicklaus designed the course as a “members’ course,” with flavorings of the old Scottish game mingled with the finest characteristics of modern American golf. The course was selected as the best new course by Golf Digest in 1989 which also rated it as one of the top 100 courses in North America. Jack Nicklaus says “it’s one of my most imaginative courses and certainly one of the best I have ever done.” Approximately 25,000 rounds of golf are played annually at The Loxahatchee Club, many alongside one of the Club’s expert caddies.



2020 Clubhouse Renovations

The Loxahatchee Club recently completed a significant clubhouse renovation, reopening on January 1, 2021.

Our membership desired to create a clubhouse that anticipates their future needs. In addition to maintaining the gracious and understated elegance of the existing clubhouse, a great deal of planning was put into the creation of more casual and social opportunities throughout, taking advantage of the incredible viewpoints from the second story of the clubhouse. We have maximized the flexibility of the space to effectively facilitate the many activities taking place each day that range from bridge to book club, speaker events and a variety of dining and entertainment options.

To Apply

To make your interest known to the club, please mail or email your resume along with a cover letter detailing your interest and your alignment with the above noted qualifications, and your salary requirements to:

Kelli Johnson, Director of Human Resources

The Loxahatchee Club

1350 Echo Drive

Jupiter, FL 33458

kjohnson@loxclub.com