

CANDIDATE PROFILE

Controller

Palma Ceia Golf & Country Club

Tampa, FL

www.pcgcc.org



Organization

Founded in 1916, Palma Ceia Golf and Country Club is located in Tampa's most prestigious residential neighborhood and is the Tampa Bay area's most prestigious private club. The club features an 18-hole championship golf course, tennis courts, swimming, a fitness center, and clubhouse for member entertaining, dining and banquets. Our main focus is providing our members and their guests with outstanding facilities and the highest standard of service.

Position Overview

Supervise the accounting functions and directly assist the Chief Operating Officer on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records. Develop, establish, and administer procedures and systems pertaining to financial matters. Prepare financial statements, forecasts, and analyses for all administrative and managerial functions. Maintain all accounting records. Develop, analyze, and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends, and increased profit possibilities. Process all biweekly payroll processing, compensation, and benefits administration. Serves as a plan fiduciary and investment committee member for the Club's 401(k) retirement plan and maintains all plan asset record and documents. Supervise the staffing, scheduling, training, and professional development of department members.

Responsibilities

- Oversee the duties of the Accounts Receivable and Accounts Payable reps. Fill in when necessary.
- Create and enter journal entries in Jonas – COGS, bank fees, depreciation, worker's

compensation, property tax accrual, PTO and payroll accrual, Beverage and Food transfers, Event COGS, employee meals, employee insurance entries to expense, general insurance, prepaid expenses, inventory transfers to expense and other misc. entries.

- Perform account analysis. Maintain monthly Balance Sheet analysis file.
- Prepare financial statements. Analyze Cost of Goods/Inventory.
- Prepare bank recs.
- Analyze CIP Capital account projects for completion.
- Prepare and submit monthly Sales Tax.
- Note, code, and approve credit card charges.
- Review and upload monthly credit card charges.
- Download and process daily member payments from Elavon.
- Prepare preliminary annual payroll budget files.
- Oversee and process biweekly payroll. Manage all timekeeping system/payroll issues.
- Enter and maintain all employee information in Paylocity -set up new, terminate, changes, raises and retro pay, pay out vacation.
- Calculate Golf, Tennis & Pool lesson and enter payroll.
- Make the HSA deposits biweekly.
- Manage all employee benefit responsibilities. Discuss benefit options with new employees, sign the employees up for insurance benefits and 401k. Enter benefit selection in Paylocity. Oversee Open Enrollment. Terminate enrollment accordingly on all websites when employee leaves.
- Act as a liaison for insurance and 401k questions.
- Update personal information in insurance websites (rates, address, dependents, etc).
- Maintain a quarterly 401k eligibility analysis. Monitor 401k loan balances.
- Stay current on any payroll tax issues/tax credits, etc.
- Process all payroll related journal entries – biweekly payroll file, HSA & 401k contributions, taxes, 401k reclass and Paylocity billing.

Qualifications

- Bachelor's degree from four-year college or university.
- Five to seven years of professional accounting experience in club operation.
- Consistently monitors cash flows.
- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis, and probability statements.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to analyze investment returns.
- Knowledge and understanding of retirement plans.
- Knowledge of pertinent federal and state employment laws and practices.
- Knowledge of and ability to perform required role during an emergency situation.

Competitive Compensation

Salary is commensurate with qualifications and experience. Palma Ceia Golf and Country Club offers an excellent benefits package, including medical, dental, vision, life, short- and long-term disability, and retirement (401k).

A full background check and drug testing will be conducted on selected candidate.

Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to Mr. Robert Ley, General Manager Palma Ceia Golf & Country Club. Send to:



Ned Welc

Principal



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