

## **Club Controller**

*The Players Club & Spa – Naples, FL*

### **Position Overview**

The Players Club & Spa, a premier private developer-owned club in Naples, Florida, is seeking an experienced **Club Controller** to oversee all financial and accounting functions, human resources responsibilities, and membership administration. Working closely with the General Manager, this role will ensure the integrity of financial reporting and budgeting, supervise a team of three direct reports, and manage the Club's H2B housing program. The Club Controller will also provide excellent support to over 150 employees (in season) and a large membership base, maintaining a flexible schedule to meet operational demands.

### **Key Responsibilities**

#### **1. Financial Management & Reporting**

- Oversee all accounting functions, including accounts payable/receivable, payroll, and general ledger.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Develop and monitor budgets, forecasts, and cash flow to ensure financial objectives are met.
- Conduct regular financial analyses to guide decision-making and maximize profitability.
- Manage external audits, ensuring compliance with applicable laws and regulations.

#### **2. Human Resources & Staff Management**

- Oversee human resources functions, including recruitment, onboarding, employee relations, and performance management.
- Provide guidance on employment policies, procedures, and compliance (EEO, DFWP, etc.).
- Train, mentor, and supervise a staff of three (3) direct reports within the finance and membership departments.
- Collaborate with department leaders to maintain a positive, family-friendly workplace culture.

#### **3. Membership Administration**

- Work closely with the Membership Department to track and maintain accurate member records and billing.
- Ensure a high level of member satisfaction by responding promptly to inquiries and resolving issues efficiently.
- Collaborate with the General Manager to develop and implement membership programs and initiatives.

#### **4. H2B Program & Housing**

- Coordinate the H2B seasonal employee program, including paperwork and housing logistics.
  - Manage housing arrangements, ensuring compliance with local ordinances and program guidelines.
- 5. Collaboration & Communication**
- Work in partnership with the General Manager on strategic planning, long-term financial goals, and capital projects.
  - Engage with department heads to optimize operational efficiency, control costs, and support Club initiatives.
  - Maintain effective communication with members, employees, and leadership to foster a welcoming and professional environment.
  - Provide regular financial updates and recommendations to senior leadership (note: there is no Board due to developer ownership).

## Qualifications & Skills

- **Education & Experience**
  - Bachelor's degree in Accounting, Finance, or related field preferred (relevant experience may substitute).
  - Extensive experience in club, hospitality, or country club finance preferred.
  - Member of HFTP (Hospitality Financial and Technology Professionals) a plus.
- **Technical & Soft Skills**
  - Strong knowledge of GAAP, budgeting, forecasting, and financial reporting.
  - Proven human resources experience, including knowledge of employment laws and best practices.
  - Exceptional leadership and supervisory skills; able to motivate and manage a team effectively.
  - Proficiency with accounting software and Microsoft Office Suite (Excel, Word, PowerPoint).
  - Excellent communication and interpersonal skills, with the ability to interact confidently with members and employees.
  - Detail-oriented, well-organized, and capable of multitasking in a fast-paced environment.
  - Ability to maintain a flexible schedule, especially during peak season operations.

## Compensation & Benefits

- **Competitive salary** (starting around \$110K+, commensurate with experience)
- Comprehensive benefits package (health, dental, vision, 401k)

- Family-friendly workplace with numerous incentives
- Opportunity for professional growth and development in a premier club environment
- **EOE** (Equal Opportunity Employer) and **DFWP** (Drug Free Workplace)

If you have a passion for delivering exceptional financial leadership and enjoy working in a vibrant, member-focused setting, we invite you to apply for this exciting **Club Controller** opportunity at The Players Club & Spa.

**How to Apply**

Please submit your resume and cover letter, highlighting your relevant experience, to Denise Murphy at [www.playersclubandspa.com](http://www.playersclubandspa.com). We look forward to considering you for our team!