

Position: Assistant Controller

Position Type: Full-Time Year Round

Club Overview: Shadow Wood Country Club, located between Naples and Ft. Myers Florida, was originally developed by the Bonita Bay Group in 1998, before becoming Member Owned in 2010. Blessed to exist in the highly desirable SW Florida region, Shadow Wood CC is a 54-hole private, member-owned facility with 900 Golfing Memberships. The Club currently enjoys a full membership and a waitlist to become a future member.

Essential Responsibilities include but are not limited to:

- Coordinate & process all payables & receivables for the Club as well as AP/AR reporting
- Manage inventory controls for Club Food & Beverage and Merchandise
- Organize invoice approval workflow & coding from all departments
- Produce vendor payments from support documents in a timely manner
- Oversee, receive, and record member billings and payment collection
- Coordinate record storage, including insurance, asset documentation, and construction documentation
- Prepare credit applications to send to vendors
- Track and report capital asset purchases and disposals
- Reconcile and report fixed assets

Education & Experience:

- Minimum of Bachelor's Degree, with preferred Finance major or concentration
- Work experience in Finance or Accounting is a plus
- Good telephone and written communication skills
- Any experience with NorthStar systems is preferred
- Experience working with Microsoft Office (specifically Excel) is preferred

Benefits Include but are not limited to:

- Paid Vacation & Sick time
- Health, Vision, & Dental Plans
- Life Insurance & Short Term Disability
- 401k Plan with Company Match
- Health Savings Account with Company Match
- Annual Holiday Bonus
- Daily Employee Lunch
- Industry-Approved Educational Events
- Golf Privileges & Pro Shop Discounts
- Opportunity to Advance

Link to Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=1a9a6c0c-cd3d-46b5-ad0a-0c9ee17b230b&cclid=19000101_000001&type=MP&lang=en_US&selectedMenuKey=CareerCenter&jobId=571506

