



CFO/Controller

Stonebridge Country Club in Boca Raton, Florida has an immediate opening for an experienced hands-on CFO/Controller with at least five years' experience in a private club setting.

Stonebridge is a private, member owned country club with 398 homes and is a mandatory membership Club. The Club is a full service Country Club community with a renovated Golf Course, Racquet Sports, Clubhouse and Dining Facilities.

The CFO/Controller is a member of Senior Management and reports directly to the General Manager with indirect reporting to the Club Treasurer. The CFO/Controller has direct responsibility for the accounting and finance functions for the Club and Property Owners Association, including accounts payable, member billing, general ledger, cash flow analysis, internal controls, audit, budgeting, payroll, forecasting treasury & debt management.

Key responsibilities include:

- Prepares monthly journal entries, board financial packet, and variance reporting.
- Responsible for bank reconciliations
- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Prepares annual operating and capital budget in coordination with department managers and committees
- Works with the general manager and department heads to plan and manage capital budgets and cash flow statements.
- Maintains a positive relationship with the club's bank and adheres to any applicable loan covenants
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Maintains fixed asset ledgers and depreciation software
- Coordinates the annual external audit
- Verifies that all insurance records for the Club and POA are properly maintained
- Prepares monthly sales tax return
- Partners with fellow department managers to ensure proper accounting practices are being applied and provides training as required
- Negotiates and reviews all contracts with outside vendors
- Acts as liaison between Club and I.T. vendor
- Performs other related duties as assigned by management

Supervisory Responsibilities:

- Directly supervises two full time employees
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsible to elect, train, supervise, schedule and evaluate accounting staff.

Qualifications:

- Bachelor's degree from a four-year college or university in an accounting or related field and at least 5 to 7 years of professional accounting experience with at least three of those years at the CFO/Controller level or equivalent experience in country club operations.
- Strong oral, written and interpersonal communication skills
- Strong organizational skills, attention to detail, and ability to multi-task
- Jonas software experience preferred
- Proficiency in Microsoft Excel, PowerPoint and Word
- Prior Country Club experience required

Salary & Benefits:

- Salary commensurate with qualifications and experience
- Health, dental, vision, life, voluntary insurances and 401(k) plan

Qualified candidates should email their resume and cover letter to:

Human Resources
Stonebridge Country Club
hr@stonebridgefl.com