



Master Club Advisors
"Search Consultants to the Private Club Community"

Broken Sound Club



Broken Sound Club in Boca Raton, Florida has an immediate opening for an Assistant Controller. This position will involve credit/criminal background. The Club total annual revenue is in excess of \$35M. The Club is currently planning a \$30M renovation of the main clubhouse.

The Assistant Controller reports to the Controller and Director of Finance.

Job Description: Assistant Controller – Broken Sound Club

FLSA Status: Exempt

SUMMARY

Maintains accurate accounting records by review and reconciliation of all balance sheet accounts each month. Assists Controller with processing of accounting entries and preparation of financial reports. Maintains accurate fixed asset reports. Works with Director on all BOG and Bank Reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Other duties may be assigned)

- Formulate, review, and insure integrity of accounting and record keeping procedures
- Responsible for reconciling of all bank accounts and balance sheet accounts
- Track daily cash flow

- Update Capital Expenditure report monthly and prepare reserve account checklist by asset
- Using Sage Fixed Asset software to record and run asset depreciation reports monthly.
- Prepare journal entry for asset adjustment for approval by Director of Finance
- Prepare BOG or other source reports as requested by Director of Finance
- Work with the Director of Finance to provide information to the independent auditors to assist in the completion of the YE audited financial work papers
- Work closely with the Director of Finance in the budget process, providing historical data and forecasting assistance
- Work with the Director of Finance to meet all bank required reports

EDUCATION AND EXPERIENCE:

- Excellent leadership and communication skills.
- Bachelor degree in Accounting. Three or more years of accounting experience with experience in a Club environment a plus.
- Strong analytical skills & Ability to work as a team player across departments
- Proficient in Word, Excel (Microsoft Office Suite). Knowledgeable of Jonas, & Sage Fixed Asset software or a comparable fixed asset software program a plus

Competitive compensation and benefits package to include:

Medical/Dental/Life/401K/Bonus/DFWP/EOE

Salary: Commensurate with background and experience, and competitive with other clubs with similar total revenue level.

The Club

Broken Sound is one of the premier country club communities in the country and a leader in environmental issues. The club was awarded a Platinum Club designation as well as a Distinguished Emerald Club award. Broken Sound Club was the first club in Florida and only the second club in the United States to become GEO certified by the Scotland-based Golf Environment Organization. In addition to the GEO certification, Broken Sound is also certified by Audubon International as an Audubon Sanctuary; implemented the first

industrial compost program in Florida by installing a Composter/Digester, which reduced the green and food waste and produces refined compost with organic fertilizer qualities; uses reclaimed water through the City of Boca Raton; uses solar power and energy saving devices; and recycles cardboard and plastic bottles.

The Club's many amenities include:

- Main 100,000-square foot clubhouse with indoor and outdoor dining
- Two-acre poolscape with bistro
- 38,000-square foot, LEED Certified Moonstone Spa & Fitness Center
- 23 tennis courts
- Two signature golf courses that are GEO Certified (the international mark of sustainability assurance of the Golf Environment Organization) and Audubon International Certified
- The famed Old Course that has been host to the PGA Champions Tour's season opener

Interested candidates contact:

Gary Collins, CCM, CCE – Partner, *Master Club Advisors*
gcollins98@att.net

Include resume, cover letter on why you are the perfect fit for this club and community, references with e-mail addresses, salary history

Complete package required for consideration
Questions or to discuss, call 561-261-3554

