



**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 a 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 Controller reports to the Director of Finance.

**Job Description: Controller – Broken Sound Club**

**FLSA Status: Exempt**

**SUMMARY**

Direct the P&L operations of the club and prepare all the following for the approval of the Director of Finance. Supervise the accounting functions and directly assist the Director of Finance on all strategic matters relating to budget management, forecasting needs, and internal controls. Develop policies to control and coordinate accounting, auditing, budgets, 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. Supervise the staffing, scheduling, training and professional development of department members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control 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.

- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Analyzes financial information, monitors budgeted versus actual expenditures and advises Director of Finance about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, Tennis & Golf Pro Shops, and other Club assets.
- Supervises Assistant Controller with the reconciliation of monthly ledgers including receivables, payables, bank and other asset accounts.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Trains, supervises, schedules and evaluates accounting staff.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Manages assigned projects as they relate to the department and club's needs.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Plans professional development and training activities for staff.

#### **EDUCATION AND EXPERIENCE:**

- Excellent leadership and communication skills.
- Bachelor degree in Accounting
- Five or more years of accounting experience with 3 or more in a Club environment
- Strong analytical skills
- Ability to work as a team player across departments
- Proficient in Word, Excel (Microsoft Office Suite)
- Knowledgeable of Jonas software a plus

#### **LICENSES:**

Certified Hospitality Accounting Executive (CHAE) recommended  
Job Type: Full-time

#### **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 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](mailto: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.

