

CANDIDATE PROFILE

Controller

Alto Lakes Golf and Country Club
Alto, New Mexico



www.altolakesgolf.com/

The Organization

Nestled in the picturesque mountains of southern New Mexico, Alto Lakes Golf & Country Club was founded in 1967 and has since evolved into one of the region's premier private residential communities. Originally developed as a mountain retreat, the Club has grown alongside the Alto Lakes community, blending the charm of its rustic roots with modern amenities and world-class service. Over the decades, it has become a treasured destination for members seeking the perfect balance of recreation, relaxation and community.

The Club boasts three 18-hole golf courses, each offering distinct playing experiences and scenic views of the surrounding Lincoln National Forest. In addition to its golf amenities, Alto Lakes features a newly expanded and renovated clubhouse, multiple dining venues, a vibrant social calendar, tennis and pickleball courts, fitness facilities with indoor and outdoor pools, pavilion venue for major concerts and entertainment and a commitment to excellence in member service. Today, Alto Lakes Golf & Country Club is home to more than 2,105 memberships and serves as a hub of lifestyle, connection and mountain elegance for its members and their families.

ALTO LAKES GOLF & COUNTRY CLUB DETAILS:

- Annual Revenues: \$19.5M
- F&B Volume: \$4M
- Memberships: 2,264
- Initiation Fee: Transfer Fee \$25,000
- Annual Dues: \$5,200
- Food Cost Percentage: 47-50%
- Food and Beverage Outlets: 3 Clubhouses
- Full-time F&B Employees in Season: 225
- Full-time F&B Employees Off-Season: 75
- Club POS and Accounting Systems: Jonas

Position Overview

The Controller provides the leadership, management and vision necessary to ensure Alto Lakes Golf and Country Club has the proper operational controls, administrative and reporting procedures and people systems in place to effectively grow the organization and to ensure financial strength, accuracy, timeliness of reports and operating efficiency. The position accomplishes this through a respectful, constructive and energetic style, guided by the objectives of the Club. The Controller should work closely with the General Manager and the management team and perform specific tasks as requested by the GM.

The position directly reports to the GM and will supervise accounting staff, human resources and IT. The chosen individual will serve as a true strategic partner who will be instrumental in taking Alto Lakes Golf and Country Club to the next level of financial stability and success and will help support the Club's current and future vision in conjunction with the strategic plan.

The successful applicant will have an affinity for smaller town and a rustic living environment. Ruidoso and Capitan are vibrant outgoing towns with good schools and all the amenities, offering a multitude of outdoor experiences on a year-round basis.

Responsibilities

- Responsible for the preparation of all accounting reconciliations and the timely preparation and review of balance sheet, general ledger, trial balance and preliminary financial statements.
- Prepares monthly financial packets by the 10th of every month.
- Monitor multiple operating, reserve and capital bank accounts.
- Review and approve the reconciliation of all banking activities.
- Monitor, update and transfer appropriate funds to maintain integrity of accounts.
- Review daily bank balances and advise on cash flow issues and review all cash disbursements.
- Review accounts receivable and assists as needed past due account collection procedures.
- Review interim and year-end audit preparation.
- Advise the GM if a material weakness could arise during the annual audit.
- Prepare audit reports as required for outside auditors. Review audit for accuracy and make recommendations to the auditors before the final report is issued.
- Ensure compliance with internal control policies; recommend improvements to existing processes and procedures.
- Review the preparation of applicable federal, state and local tax returns from the outside accounting firm and appropriate for dissemination to the GM.
- Ensure that all financial reports are submitted accurately and in a timely manner.
- Assist with the annual budget and development process, specifically working with the department heads to prepare preliminary operating and capital budgets and reports.
- Prepare working papers of operating, reserve and capital budgets, working with the GM and department heads to revise and adhere to budgetary guidelines.

- Prepare G&A departmental budgets and payroll related items, and establish the Budget Assumptions.
- Provide continuing support and education to the department heads on budget development and variance reporting.
- Participate in the selection of the Club's insurance policies and monitor property and casualty insurance policies to ensure that assets of the Club are protected.
- Communicate and coordinate financial activities with the GM.
- Maintain a relationship with the Club's financial institutions to manage all Club accounts.
- Ensure that the GM has all information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Conduct meetings with accounting staff and prepare reports for GM.
- Lead accounting staff to ensure timely and relevant communication and teamwork on projects.
- Communicate with co-workers, management and external constituencies (members, vendors) in a courteous and professional manner.
- Abide by all Club polices and regulations; ensure appropriate implementation of GAAP, federal, and state regulations.
- Exhibit and maintain a respectful and professional demeanor to reflect a positive image of the Club.
- Perform other duties as assigned by the GM.
- Oversee the hiring, training, coaching of department employees within approved guidelines, and Club policies and in compliance with all governmental agencies.
- Make decisions according to established policies, procedures and regulations and applies these to work problems.
- Ensure contracts and checks are signed and distributed properly.
- User training for accounting and Jonas system including ongoing support.
- Manage data processing and capital budgets. Approves all related invoices.
- Determine optimum software configurations for accounting workstations.

Qualifications

- A hospitality background of positive relationships and engagement.
- A professional career "track record" with verifiable career progress.
- Proven leadership qualities with the demonstrated ability to direct, coordinate and manage all facets of a full-service country club.
- Strong communication skills, both in writing and speaking, with the distinct ability to function effectively before a wide variety of groups and forums.
- A record of success in the selection, development, training, motivation of an accomplished, service-oriented staff.
- A positive, upbeat attitude combined with sense of humor and the ability to work effectively at all levels of organization.
- The ability to teach, motivate and coach team members developing a positive working environment. Position may require some weekend and holiday work.
- Will embrace the small-town lifestyle and feel of Alto, New Mexico.

Competitive Compensation

A generous compensation package is offered including:

- Base compensation of \$125,000 depending on experience and qualifications
- Medical, dental, vision, life and disability insurance
- 401(k) retirement plan
- Continuing education opportunities
- Bonus potential
- Relocation assistance

To be Considered

A full background check and behavioral analysis will be conducted on selected candidates. Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to:



Terry Anglin, CCM, CCE, ECM
Principal



terry@gsiexecutivesearch.com



901-550-9338



Tara Osborne
Principal



tara@gsiexecutivesearch.com



512-965-5643

