gsi EXECUTIVESEARCH

CANDIDATE PROFILE

Controller
Bent Tree Country Club
Dallas, TX

www.benttreecc.org

The Organization

Bent Tree Country Club, nestled in the heart of Dallas, Texas, boasts a rich history and a legacy of excellence. Established in 1972, the Club has become a cornerstone of the Dallas community, offering members a serene escape with top-notch facilities and services. The Club's 18-hole championship golf course, designed by Desmond Muirhead, is renowned for its challenging layout and picturesque scenery, attracting golf enthusiasts of all skill levels. Over the years, Bent Tree Country Club has continually evolved, embracing modern amenities while maintaining its timeless charm, ensuring a luxurious and enjoyable experience for its members.

In addition to its exceptional golf course, Bent Tree Country Club offers a wide range of amenities that cater to various interests. Members can enjoy tennis and pickleball on well-maintained courts, swim in the resort-style pool, or stay fit in the state-of-the-art fitness center. The clubhouse serves as the social hub, featuring elegant dining options, event spaces and a calendar filled with activities and events for all ages. Bent Tree is dedicated to fostering a welcoming and inclusive community, making it a perfect place for families and individuals alike to build lasting memories. The Club's commitment to excellence and attention to detail make it a premier destination for those seeking a vibrant and enriching country club experience.

BENT TREE COUNTRY CLUB DETAILS:

- Total Club Revenue: $24M
- F&B Revenue: $5.3M
- Current Initiation Fee: $125,000
- Monthly Dues: $1,335
- Operating System: Club Essentials
- Full Time Employees: 175-200
- Dining Outlets: 4 Restaurants, 3 Snack Bars, 3 Banquet Spaces

Position Overview

Bent Tree CC is seeking a detail-oriented and strategic Controller to oversee the financial health of the Club. This role offers an exciting opportunity to contribute to the financial planning, reporting and operational efficiency of a dynamic organization. The ideal candidate will bring strong leadership skills, a solid understanding of accounting principles and a passion for excellence in financial management.

Responsibilities

- Manage daily accounting functions, including payroll, cash controls and internal reporting processes.
- Create financial SOPs.
- Prepare monthly financial statements, forecasts and variance analyses to support decision-making.
- Coordinate the annual budgeting process with department heads and monitor financial performance against approved budgets.
- Oversee member billing, accounts receivable, collections and accounts payable to ensure accuracy and timeliness.
- Provide the General Manager and Finance Committee with accurate financial data and strategic recommendations.
- Supervise annual audit activities, ensuring compliance with GAAP and internal control standards.
- Lead and develop a small accounting team, including task allocation, training, performance reviews and hiring.
- Ensure payroll compliance, bank reconciliation and maintain proper internal controls to safeguard assets.
- Assist with the preparation of annual tax filings in coordination with the Club's CPA firm.
- Manage insurance documentation, benefits administration and banking relations as directed.
- Develop and maintain accounting policies and procedures to safeguard Club assets.
- Provide clear financial guidance to the department managers to support decision-making.

Skills and Qualifications

- CMAA preferred.
- Proven experience in financial management within a hospitality, club or similar environment.
- Strong knowledge of GAAP, internal controls and financial reporting standards.
- Excellent leadership, communication and interpersonal skills.
- Proficiency in accounting software and MS Office Suite, especially Excel.
- Ability to analyze financial data and present insights clearly to non-financial stakeholders.
- Detail-oriented with strong organizational and time management skills.

Education & Requirements

- Certified Public Accountant
- Bachelor's degree in Accounting, Finance or a related field
- Must have worked for a private member-owned equity non-profit country club
- CE - ClubEssential operating systems
- Payroll Software (Paylocity, ADP, Paycor)

THIS POSITION IS FOCUSED ON THE FINANCIAL OPERATIONS, ACCURACY AND ACCOUNTABILITY, SERVING AS THE CLUB'S KEY ACCOUNTING OFFICER.

Join the BTCC team and be part of a vibrant community that values growth, professionalism and excellence. BTCC offers a collaborative work environment, opportunities for professional development and a comprehensive benefits package.

To be Considered

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, interests, and why Bent Tree and Dallas, TX will be beneficial for you, your family and your career along with their resume to:



Tara Osborne

Principal

tara@gsiexecutivesearch.com

512-965-5643

gsi EXECUTIVESEARCH