

## CANDIDATE PROFILE

### Controller

Boca Bay Pass Club  
Boca Grande, FL



[www.bocabaypassclub.com](http://www.bocabaypassclub.com)

[Click here to watch a short video.](#)

## The Organization

The Boca Bay Pass Club is a private, member-owned club established in 1991 by CSX Railroad. Located on the southern tip of Gasparilla Island, just 100 feet from the Gulf of Mexico, the Club serves the 317-home Boca Bay community, where membership is required for all property owners. As a not-for-profit corporation, the Club exists to operate, maintain and preserve its amenities for the benefit of its members. Today, it is a full-service facility with a waitlist for Associate Membership.

Club amenities include: A heated swimming pool, seven lighted Har-Tru tennis courts, a fitness center, and casual and fine dining with spectacular Gulf views. From October through May, the Club offers a robust calendar of dining events, including themed dinners, wine pairings and holiday buffets like Thanksgiving, Christmas Eve and Easter Brunch. Members may also host private events—such as weddings or cocktail receptions—year-round, with member-sponsored events permitted during shoulder seasons.

The Pass Club is open seven days a week for tennis and fitness, with food and beverage service available seasonally. Following recent renovations, the Clubhouse now features state-of-the-art dining and social spaces with some of the island's most scenic views.

### BOCA BAY PASS CLUB DETAILS

- Gross Volume: \$4.25M
- New Member Fee: \$50,000, non-refundable
- Annual Dues Volume: \$2.3M
- Annual F and B revenue: \$1.7M (85% a la carte, 15% private function)
- Total Number of Members in all Categories: 541

# Position Overview

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The Controller is a key member of the Pass Club's senior leadership team and is responsible for all accounting and financial operations, safeguarding assets and ensuring the accuracy and integrity of financial reporting for the Club. This position works closely with the General Manager, Club Treasurer and Board of Directors to support strategic planning, budgeting and long-term financial stability in accordance with Club policies and industry's best practices. This is a full time, on site position, the tasks of which are easily accomplished in a five day/40 hour work week.

## Responsibilities

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### BUDGETING & FINANCIAL PLANNING

- ▶ Actively work with the GM, management team and Finance Committee in the formulation of the annual budgets including detailed projections and justifications.
- ▶ Prepare and maintain departmental variance reports for the GM and Finance Committee.
- ▶ Provide project-based recording of capital expenditures and improvements.
- ▶ Supports the GM and Board in long-term financial planning, capital project analysis and strategic decision making.

### ACCOUNTING & FINANCIAL OPERATIONS

- ▶ **Perform** all financial and accounting activities of the Club, including G/L, AP, AR, payroll and inventory accounting.
- ▶ Ensure the timely and accurate preparation of monthly financial statements and reports.
- ▶ Maintain accounting practices in compliance with GAAP and internal control standards.
- ▶ Reconcile all balance sheet accounts monthly.
- ▶ Ensure the integrity and accuracy of all billing of dues and fees on member statements.
- ▶ Coordinate the annual external audit or review process and provide accounting firm with the information they need in an orderly and timely manner.
- ▶ Manage all tax filings and ensure ongoing preservation of the Club's tax-exempt status.
- ▶ Track and report all unrelated business income and ensure compliance with IRS regulations.

### INTERNAL CONTROLS & RISK MANAGEMENT

- ▶ Assist in the development and monitoring of internal control systems to protect Club.
- ▶ Manage the Club's cash, banking relationships, debt facilities and investments as directed to safeguard the assets and to optimize liquidity.
- ▶ Coordinate and consult with external advisors on benefits administration.

### TEAM LEADERSHIP & COLLABORATION

- ▶ Ensure collaboration and communication across departments by supporting senior staff with timely financial data and insights.
- ▶ Contribute to a positive, ethical and service-driven leadership culture in alignment with the values of the Boca Bay Pass Club.

## Candidate Attributes

- Thorough knowledge of GAAP, internal controls and financial reporting requirements for member-owned or developer-owned private clubs.
- Demonstrated skill in budgeting, forecasting, cash flow management, financial analysis and variance reporting.
- Ability to develop, implement and monitor financial policies, procedures and internal controls.
- High level of integrity, confidentiality and professional ethics in handling member and employee financial information.
- Effective communicator, able to present financial information clearly to management, committees and the Board, both in writing and verbally.
- Comfortable and proficient with technology, including financial systems, HRIS/payroll platforms and general IT coordination within the clubhouse.
- High personal and professional integrity, discretion and sound judgment.

## Requirements

- Bachelor's degree in Accounting, Finance or Business Administration required.
- Minimum 5 years of progressive financial leadership experience as a Controller, Assistant Controller or Accounting Manager, preferably in private club, community or hospitality.
- The Club uses Jonas for POS and back office. Experience with Jonas is helpful although not an absolute necessity.
- Progressive career track which demonstrates stability and upward movement.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

## Competitive Compensation

- Competitive compensation/salary
- Medical, Dental, Vision and Life Insurance
- Paid time off and work/life balance
- Participation in the Club's 401(k) plan in which there is a match up to 4%
- Professional dues, educational allowance expenses and other expenses per the annual budget
- Relocation assistance (if from outside the area)

## To be Considered

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to GSI Executive Search outlining their qualifications, experience, interests and why The Boca Bay Pass Club will be beneficial for you, your family and your career along with their resume to:



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