



**EXECUTIVE SEARCH - CONTROLLER**  
**BOOT RANCH, FREDERICKSBURG, TEXAS**  
**REPORTS TO: DIRECTOR OF FINANCE**  
<https://www.bootranch.com/>

### **Boot Ranch Club Community and Development**

Boot Ranch is a private member Community and Club located in the famed Hill Country of Texas. Boot Ranch is an artful expression of luxurious Texas ranch-style living nestled deep in the heart of the Hill Country. The Club and Development's Mission Statement is to be *the finest Private Club Community in Texas, Located in the Heart of the Hill Country*. Boot Ranch is located five miles north of Fredericksburg Texas, one of *Southern Living's "Small Towns We Love"*. The area has an enduring appeal as a vacation destination, a great place to raise a family, and as an ideal place to retire. The town's German heritage is proudly displayed with 19<sup>th</sup>- century stone buildings that line Main Street.

The Club and Development is located close to all Hill Country activities and major Texas cities: San Antonio – 1 hour, Austin – 1.5 hours, Dallas- Fort Worth – 4 hours, and Houston – 4 hours. The Club and Development and Community is nestled in the Texas Wine Country, second only to Napa Valley as a wine growing region, the Hill Country is home to more than 45 wineries and growing.

Boot Ranch is known for its renowned member service amid rustic ranch-style living, where members and their guest are greeted like family with vibrant social activities, and outdoor adventures.

**The Club and Development amenities include:**

- *7,250 yard 18-hole golf course* and *34-acre Practice Park* designed by famed PGA Legend Hal Sutton. The Course and playing conditions continue to be rated as among the Top 10 in Texas, by Golf Digest magazine.
- The 55,000 square foot *Clubhouse Village* is located on the highest bluff on the property over-looking Boot Ranch and the adjoining Hill Country. The Club and Development won the *Clubhouse of the Year*, by *Golf Inc.* The *Club Village* is designed as the heart of the development and includes ten spacious lodge suites that are available for members and their guests. Also, there are a total of eight “*Sunday Houses*” (fractional homes) owned by the Members with lodging and Club amenities and services.
- *The Ranch Club* is the center of warm weather activities featuring family and adult swimming pools, an outdoor bar and grill with wood burning pizza ovens, tennis courts, basketball and pickle ball courts.
- *The Longhorn Lake* amenity features a private member beach club, swimming, fishing, paddle boats and two tree houses and expansive play areas for children.
- A Gun and Skeet shooting range
- Five miles of hiking and mountain biking trails (will continue to expand and grow as development moves forward).

**BOOT RANCH BY THE NUMBERS**

- Annual Club Revenue: \$7.5M
- Annual Real Estate Sales \$19.5M
- Number of staff reporting to the position: 2
- Annual golf member dues: \$17.6k
- Initiation Fee: \$100k
- Home price range: \$1.5M -\$10M
- Sunday House price range (per unit): \$350k -\$500k
- Total anticipated development of the Community is approximately 450 homes including 22 Sunday Homes. The Club and Community is being developed by Terra Verde Group, and Wheelock Street Capital.

## POSITION SUMMARY

The Controller leads all day-to-day finance operations of the Club and Development, and supervises one to two staff members, including functional responsibility over accounting and treasury functions – to include: accounts payable, accounts receivable, payroll, expense allocations, month and year-end close, taxes, cash management and insurance. The Controller ensures that the Club and Development have the systems and control procedures in place to certify the integrity of the financial information (organized, produced, and presented within GAAP compliance) for the Director of Finance, Development Management, and the Ownership. He / She works closely with Club department managers and their staff, not only to educate them regarding finance and accounting procedures, but to explore how the finance function can support the Club and Development's operations. The Controller, in partnership with the Director of Finance is involved in managing the Club and Development's business performance. The Controller is responsible for all weekly financial reporting, analysis, reconciliation of accounts, HR and Payroll submission, and Accounts Payable processing.

## ESSENTIAL RESPONSIBILITIES

### Club Accounting / Finance:

- Prepare annual operating, capital, cash flow budgets, and financial forecasts in coordination with the Director of Finance.
- Responsible for the preparation of weekly / monthly reporting packages, and daily flash reports.
- Actively manages all aspects of the financial monthly closing: including consolidated financial statement reporting, reviewing month-end financials for accuracy, and quality to ensure compliance with GAAP.
- Provide monthly actual to budget variance analysis.
- Ensure monthly reconciliations of all balance sheet accounts.
- Drive process improvements and optimize efficiencies in the accounting, and reporting areas, including elimination or streamlining of - manual or non-effective tasks.
- Design, implement and manage accounting policies and procedures to support the Club and Development's operations, and the accuracy of the financial information reported.
- Assist with providing supporting schedules and information for annual, quarterly, and monthly tax provisions, year-end tax return support, and state and local tax compliance.
- Lead the relationship with external audit and tax advisors with the Director of Finance.
- Cash flow forecasting / reporting and other accounting related functions, as required
- Manage the funding process.
- Lead the Treasury function - including banking, insurance, leases, and managing the Club and Development's credit cards with the Director of Finance.
- Perform all duties pertaining to the daily revenue reconciliation and cash deposit activity.
- Responsible for vendor reconciliations, bad debt calls and collections.
- Interact with club members on problem resolutions, membership assistance, and other general questions.
- Process AR club membership.
- Provide assistance in researching budget variances.
- Process weekly Accounts Payables for payment.

- Responsible for processing all HR paperwork for employee files, payroll processing and taxes.
- Process bi-weekly payroll.
- Dynamic oral and business communication skills. Ability to take initiative and work independently while being a team player.
- Perform miscellaneous office manager responsibilities (Supply orders, system maintenance, etc.).
- Assist department heads with payroll / benefits processing, and questions.
- Provides any other administrative duties as deemed necessary by the Director of Finance based on business needs.

#### **PHYSICAL AND BEHAVIORAL DEMANDS**

- Strong interpersonal and organizational skills for effective communication to employees, colleagues, superiors, and members.
- Must be able to work in a team environment.
- Must be able to multitask and follow-up on issues as necessary.
- Detail-oriented with the ability to exercise excellent time management skills.
- Attends monthly Board, Finance Committee and other meetings as requested and required by the Director of Finance.
- Must be available to work the hours necessary to achieve success.

#### **EDUCATION, EXPERIENCE, AND ADDITIONAL QUALIFICATIONS**

- Bachelor's degree in accounting, finance, business administration with emphasis in accounting preferred.
- Ideal candidate has 5 - 8 years of hands on experience in the field, as an accountant, accounting manager, or controller in a real estate development, or in the hospitality industry at a hotel, resort, private golf and social club.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA license) is preferred but not required.
- Excellent computer skill; experience in accounting platform(s) software, QuickBooks proficiency with Microsoft Office applications with a heavy emphasis on EXCEL.
- Proficiency with accounting software and software system implementation – helpful if knowledgeable on Jonas Club Systems.
- Exceptional knowledge of finance accounting, budgeting, cost accounting, cost control, and cash flow forecasting, and Generally Accepted Accounting Principles (US / GAAP).
- Advanced knowledge of accounting best practices, laws, standards, rules, State, and Federal Regulations.
- Analytical ability to develop and implement improvements or recommendations.
- Attention to detail. Excellent organizational and analytical skills.
- Excellent written and verbal communication skills.
- Able to work well with the Director of Finance, Development Ownership, Club General Manager, Senior Executives, and the Administrative Team.
- Must have the leadership qualities to be a mentor and be able to lead other team members.

- Ability to interact with the membership with a service and support core competency and skill set.
- Ability to pass a complete background, criminal, and credit check, as the position deals with confidential information.

## **SALARY AND BENEFITS**

- This is a full-time salaried position with a full executive benefits package (per the Boot Ranch Employee Benefit offerings).
- Salary will be commensurate with qualifications and experience.
- Salary will be competitive with similar positions in elite Private Country Clubs in Texas. Applicant must relocate and live in Fredericksburg, Texas or immediate area to the Club and Development and Community.

Individuals who meet or exceed the established criteria as detailed in this position profile and posting are encouraged to send both a cover letter and resume.

**Note:** The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with subject line: Boot Ranch, Controller, Fredericksburg, Texas.

If sending via regular mail, please mark – Boot Ranch, Controller, Fredericksburg, Texas.  
– on the outside of your envelope. Thank you.

## **CONTACT INFORMATION , WHERE TO SEND ALL DOCUMENTS**

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