

CANDIDATE PROFILE

Controller

BraeBurn Country Club
Houston, TX



[The Club | BraeBurn Country Club](#)

[Watch a short video here.](#)

The Organization

BraeBurn Country Club is a premier, family-focused private club located approximately 14 miles southwest of downtown Houston. Originally founded in 1926 as Colonial Country Club, the club was officially established as BraeBurn Country Club in 1931 and has since built a rich legacy centered around the game of golf and a strong sense of community.

One of the most notable figures in the club's history is Jimmy Demaret, a three-time Masters Champion who served as Head Golf Professional from 1936 to 1941, further cementing BraeBurn's place in the game's history.

Today, BraeBurn has evolved into a vibrant, family-oriented club offering a full range of amenities including golf, racquet sports, aquatics, fitness and year-round social programming. While golf remains at the heart of the club, members enjoy a dynamic lifestyle supported by modern facilities, a resort-style pool and robust junior programming.

Club Highlights:

- 825 Members (500 Stockholding)
- \$13.2M Gross Volume | \$7.5M Annual Dues
- 42,000 Annual Rounds of Golf
- 90 Full-Time Employees + Seasonal Staff
- 501(c)(7) Non-Profit Structure
- Jonas Club Management System

BraeBurn operates under a Board of Directors governance model, with a strong Finance Committee and engaged membership, creating a collaborative and high-expectation environment for leadership.

Position Overview

The Controller serves as a key strategic partner to the General Manager and is responsible for leading all financial and accounting functions of the Club. This role plays a critical part in guiding financial strategy, ensuring operational efficiency and supporting informed decision-making across all departments.

The Controller will work closely with the GM, Board of Directors and Finance Committee, delivering accurate financial reporting, proactive analysis, and forward-looking insights to support the Club's continued success.

Responsibilities

FINANCIAL LEADERSHIP AND STRATEGY

- Serve as a financial thought partner to the General Manager.
- Lead budgeting, forecasting and long-term financial planning.
- Provide proactive, data-driven analysis to support leadership decision-making.
- Present financial results and variance analysis to leadership and committees.

ACCOUNTING & REPORTING

- Oversee all accounting functions including AP, AR, payroll and fixed assets.
- Prepare monthly and annual financial statements with supporting analysis.
- Manage annual audit process and ensure compliance with all regulations.
- Maintain accurate financial records and internal controls.

OPERATIONAL & DEPARTMENT SUPPORT

- Partner with department heads across all areas of the Club.
- Support financial education and accountability across leadership.
- Monitor performance vs. budget and identify trends and opportunities.

LEADERSHIP & TEAM DEVELOPMENT

- Lead, mentor, and develop accounting staff.
- Build a high-performing, service-oriented financial team..
- Foster a culture of accountability, accuracy and collaboration

COMPLIANCE, RISK & TECHNOLOGY

- Ensure timely payment of all taxes and regulatory compliance.
- Oversee insurance, risk management and vendor contracts.
- Support and enhance financial systems including Jonas.
- Assist with IT oversight and future technology planning.

Candidate Attributes

BraeBurn Country Club is seeking a highly engaged, forward-thinking financial leader who brings both technical expertise and strong interpersonal skills. The ideal candidate will thrive in a collaborative, member-focused environment and serve as a trusted advisor to leadership.

PROFESSIONAL EXPERIENCE

- Minimum 10+ years of accounting/finance experience
- Experience in private clubs, hospitality, or 501(c)(7) environments strongly preferred
- Prior Controller or senior-level accounting leadership experience required
- Experience with Jonas Club Software is a plus

TECHNICAL EXPERTISE

- Strong financial reporting, budgeting, and forecasting capabilities
- Experience with audits, tax compliance, and financial controls
- Knowledge of payroll, benefits administration, and 401(k) plans
- Experience with capital projects and financial modeling preferred

LEADERSHIP & INTERPERSONAL SKILLS

- Executive presence with ability to communicate across all levels
- Collaborative approach with department heads and leadership
- Strong presentation skills for Board and Committee interaction
- Ability to influence and guide decision-making through data

CORE COMPETENCIES

- Strategic thinking and proactive problem-solving
- High level of integrity and accountability
- Strong organizational and time management skills
- Hospitality mindset with focus on member experience

SUCCESS CHARACTERISTICS

- Be a visible and engaged leader within the Club
- Bring a proactive, solutions-oriented mindset
- Build strong relationships with the GM, Board and Department Heads
- Elevate financial transparency, reporting, and strategic insight
- Enhance the Club's financial culture and long-term planning capabilities

Requirements

- Minimum 10+ years of accounting/finance experience
- Experience in private clubs, hospitality, or 501(c)(7) environments strongly preferred
- Prior Controller or senior-level accounting leadership experience required
- Experience with Jonas Club Software is a plus

Competitive Compensation

- Competitive salary, commensurate with experience
- Full benefits package, including health, 401(k), continuing education and housing support
- Relocation assistance

To be Considered

Qualified candidates are encouraged to submit a thoughtful cover letter and resume for consideration. The cover letter should be addressed to **Jeff Strahl, CCM, General Manager** and should clearly articulate your alignment with the role, your relevant experience and why this opportunity at BraeBurn Country Club is of interest to you at this stage of your career.



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All communication must go through GSI Executive Search. No direct inquiries to the Club.