



Candidate Profile

Controller

Brook Hollow Golf Club
Dallas, Texas
www.brookhollow.org



Organization

Brook Hollow Golf Club was established in 1920 as a private golf and country club in Dallas, Texas. It is a world-class facility which includes a sports complex for tennis, wellness and swimming, and a famed ballroom that annually presents some of Dallas' most memorable parties. Brook Hollow provides elegant fun for its members and their guests.

Position Summary

The Controller will develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records and lead their team in accomplishing all these areas. The Controller develops, establishes and administers procedures and systems pertaining to financial matters, and prepares financial statements, forecasts and analyses for the club's General Manager and department managers.

Responsibilities

- Directs financial operations of the club including all treasury cash management.
- Formulates, receives and recommends policy proposals for approval relating to accounting, auditing, budget and cost control, overseeing the preparation and payment of payrolls, tax matters, compilation of statistics, and office methods and procedures.
- Reviews and prepares monthly trial balance and resulting financial statements for the club along with required supporting schedules and other data necessary for financial reports.
- Manages both internal and external auditing to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares budgets and financial forecasts in coordination with the various committees, departments and General Manager; analyzes financial information; monitors budgeted versus actual expenditures; and advises management about variances and their potential causes.

- Informs and advises other department heads regarding the financial aspects of their respective departments.
- Ensures all legal, treasury and tax documentation is properly maintained, and that all statutory and fiscal reporting requirements are satisfied, which includes any requirements for permits and licenses.
- Oversees inventories for beverages, food, merchandise, supplies, equipment, furnishings and more.
- Manages P&C insurance and real estate taxes for the club property.
- Manages 401(k) plan administration and assists HR in all other related benefit programs.
- Supervises accounting staff.
- Prepares accounting reports as necessary and appropriate for the Board of Directors, Executive Committee and other club committees.

Requirements

- Bachelor's degree in accounting or finance (CPA a plus).
- Currently in a position as Controller or Assistant Controller.
- Hospitality experience a must.
- Must be highly proficient in Excel, Pivot Tables and Word and have strong written communication skills.
- Must have strong organizational and analytical skills.

Compensation and Benefits



EXECUTIVE SEARCH

EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

The club offers an attractive and competitive compensation and benefits package to include:

- 401(K)
- Health insurance
- Dental insurance
- Vision insurance
- FSA
- Life insurance
- Short- and long-term disability
- Generous PTO plan
- Yearly bonus plan

To be considered resumes must be received by January 22, 2021.

Professionals who meet or exceed the established criteria are encouraged to contact:

GSI Executive Search, Inc.
Terry Anglin CCM, CCE, ECM
terry@gsiexecutivesearch.com
901-550-9338