

Candidate Profile

Controller

The Reserve Club at Woodside
www.thereserveclubatwoodside.com
Aiken, South Carolina



THE RESERVE CLUB

AT WOODSIDE

Organization

The Reserve Club at Woodside is ideally located in Aiken, South Carolina, a *Southern Living* Magazine's "South's Best Small Town." The town, often referred to as the place where Mayberry charm meets the style and culture of the Hamptons, is only 17 miles from the prestigious Augusta National Golf Club in the heart of golf country. Here, you'll enjoy access to an array of national retailers, a college town setting with performance and athletic events, and a vibrant downtown with boutiques, antique shops, more than 30 locally owned eateries, and a robust equestrian community.

Since its inception in 2002, The Reserve Club at Woodside has become the social hub of Woodside Communities that offers its members access to a variety of world-class amenities and opportunities to establish new and lasting friendships, including:

- 60-plus member-led clubs and social groups
- Four distinct dining venues, from a casual sports bar to the upscale L'Attitudes Bistro with exhibition style kitchen and wine cellar
- Two championship golf courses: The Nicklaus Design Reserve Course, and Hollow Creek Golf Course, a Clyde Johnston and Fuzzy Zoeller Design
- USTA-certified racquet pavilion with six HarTru tennis courts and three dedicated pickleball courts
- Included membership to Village Fitness, a high-end fitness facility less than one mile from the clubhouse with group fitness, team and private training options, spa services, an indoor heated pool and more
- Resort-style pool and cabana with poolside cafe
- Clubhouse library and arts and crafts classroom
- Croquet and event lawns

The club has 960 members with \$5.8 million in gross revenues, and \$1.2 million in food and beverage revenue.

As one of the country's most celebrated lifestyle communities, and only one of 14 Southern Living Inspired Communities, The Reserve Club at Woodside offers a warm, welcoming atmosphere, where social events and club amenities are never in short supply—and new neighbors become old friends in a matter of minutes.

Position

The position requires an experienced Controller who will oversee the Accounting, Budgeting / Finance, HR and internal IT functions within the club, and will service/support all club operations. This individual is responsible for the leadership, continued development and operation of an efficient accounting system in a well-tenured and respected club office. The candidate should be comfortable working in a dynamic office where everyone works together as a team.

The Controller will collaborate with the General Manager/COO in providing analysis to support club operations and strategic decisions. The Controller will submit for review to the General Manager/COO financial statements and specialized reports each month which highlight trends in club operations. The Controller must understand the structure of a private club and be able to excel in a collaborative environment where the General Manager/COO and ownership work to reach a common goal. The candidate must have strong communication skills based on transparency and accounting best practices. The Controller is expected to support the club's member service culture where all staff members, as a team, are focused on providing a world-class club experience.

The Controller should be an active mentor who can align his/her team to meet the direction and vision of the General Manager/COO while executing the financial needs of the club. The Controller reports to the General Manager/COO and supports the CMAA's General Manager/COO concept with all departments reporting to the GM/COO.

Direct Reports:

- Accounting Assistant-AR, AP, Bookkeeping

The Controller reports to the General Manager/COO.

Responsibilities

- Provides collaborative support, thinking and analytical reporting to the General Manager/COO.
- Formulates, reviews and ensures the integrity of accounting and recordkeeping procedures.
- Ensures compliance with all state and federal laws and related tax returns.
- Assumes responsibility for maintaining compliance on all required licenses.
- Provides required reporting, analysis and recommendations on insurance coverages.
- Works closely with the General Manager/COO and department heads in the operating and capital budget preparation and presentation.
- Supervises and manages duties and responsibilities of the property accountant.
- Works closely and collaboratively with: General Manager/COO, Corporate Controller, property accountant, department heads, owner, vendors, audit firm and employees.
- Prepares, reviews and provides analysis for the club on a timely basis for all financial records and reporting including:

- Monthly KPI, operating statement, balance sheet, cash flow, membership reports, member equity tracking and capital spending
- Accounts payable/receivables, cash management, account reconciliations, petty cash, bank deposits and auto payments
- Member statements, aging reports, spending reports, capital asset tracking, depreciation schedule and capital asset reserve reporting
- Ad Hoc reporting, trend analysis, payroll processing with Paylocity, budget forecasting, preparation and analysis
- Provides support and recordkeeping as required for:
 - Human resource matters and employee benefits (Employee Navigator portal)
 - Timekeeping and payroll through Paylocity (Paylocity portal)
 - Club insurance matters, leasing agreements, vendor contracts
 - Club financing
- Possesses proficiency in working with a variety of programs, apps and portals, including:
 - Jonas club software, Club Essential, ForeTees, Paylocity, Employee Navigator
 - Microsoft 365 programs
 - Zoom, collaborative meeting programs and remote access programs
 - Social media platforms and apps

Requirements

- Ability to work in a TEAM-ORIENTED club environment.
- Excellent work ethic, leadership and communication skills.
- Expert knowledge in club hospitality accounting functions, cash flow and project analysis.
- Strong analytical skills, Excel software skills and spreadsheet formatting skills with high degree of error-free reporting.
- Proficient in Jonas is a distinct plus or the ability to learn and adapt quickly.
- Recognition as a skilled teacher and mentor with a verifiable record of staff/team development and promotion from within.
- A career path marked by stability and professional achievement.
- Bachelor's degree in accounting preferred. Additional higher education and certifications a distinct plus.
- Candidates must be in a commutable distance to the club.

Compensation and Benefits

- Competitive compensation/salary commensurate with experience.
- Health benefits, vacation, PTO, education allowance and relocation assistance.
- HFTP dues and education expenses with the emphasis on continuing education.

This position is available immediately.

A full background check will be conducted on candidates. Professionals who meet or exceed the established criteria are encouraged to contact:

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