

CANDIDATE PROFILE

Assistant Controller
Royal Oaks Country Club
Dallas, TX

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Organization

Royal Oaks Country Club, nestled in the heart of Dallas, Texas, is a premier private club offering a luxurious and family-friendly environment for its members. Established in 1969, the Club has evolved into a sophisticated sanctuary providing a wide range of amenities and services that cater to various interests and lifestyles. Even with all the changes and improvements, the Club has remained true to the original 1969 layout and designs of J. Press Maxwell, Don January and Billy Martindale. Royal Oaks continues to receive acclaim as one of the classic traditional layouts in the Southwest. The course was updated in 2001 by DA Wiebring and, most recently, in 2014 by Chet Williams. Royal Oaks truly is a course of tradition with a membership and staff poised for a great future offering a challenging yet enjoyable experience for golfers of all skill levels. The course is complemented by comprehensive practice facilities, including a driving range, putting greens and a short game area.

Beyond golf, Royal Oaks Country Club boasts impressive recreational and social amenities. The Club's state-of-the-art tennis complex includes multiple lighted courts, a pro shop and professional coaching services. Fitness enthusiasts can take advantage of the modern fitness center, which offers personalized training programs, group classes and a variety of top-tier equipment. Additionally, the Club features a resort-style swimming pool, complete with a children's splash area and poolside dining options, making it an ideal spot for families to relax and unwind during the warmer months.

Social engagement and community are at the heart of Royal Oaks Country Club, which hosts an extensive calendar of events and activities throughout the year. Members can enjoy fine dining at the elegant clubhouse, which offers a diverse menu crafted by skilled chefs, as well as casual fare at the more relaxed dining venues. The Club also organizes a variety of social events, from themed parties and holiday celebrations to wine tastings and educational seminars, fostering a vibrant community atmosphere. With its blend of exceptional facilities, dedicated staff and a welcoming community, Royal Oaks Country Club stands as a distinguished destination for those seeking a refined yet social private club experience in Dallas.

Royal Oaks Country Club by the Numbers:

- Total Club Revenues: \$24.7M
- Food and Beverage Revenues: \$5.8M
- Operating System: Accounting/Membership: Jonas, Payroll Paychex, MS Office 360 HR: Paychex Benetrac
- Number of F/T employees: 125 winter/147 summer
- Number of P/T employees: 45 winter/160 summer
- Number of Dining Outlets: 5 annually, 7 seasonal

Position Overview

Royal Oaks Country Club is succession planning for the leadership of its accounting and financial functions over the next four to six years. The Club is looking for the next generation leader to work with our Club team. The ideal Assistant Controller candidate will have or in the process of obtaining a CPA certification, have 5-10 years of accounting experience in hospitality, retail or property management. Public accounting experience is a plus. Individuals would need ERP experience and an operational focus to assist end users with using technology to complete the workflow cycle. The Club seeks a servant leader with experience in overseeing staff, financial reporting, planning and analysis, management consulting, and all accounting functions and tax.

The Club accounting and finance department consists of four positions: Controller, Assistant Controller/Club Accountant, Accounts Payable Associate and Accounts Receivable Associate. The assistant controller will work closely with the Director of Human Resources and department heads to ensure timely and accurate financial reporting. The Club operates on a September FYE calendar and uses Jonas Clubhouse Management for accounting, membership and POS processing. Payroll, payroll tax and benefit companies reporting is outsourced to a third party.

Responsibilities

- Biweekly payroll processing, including 401K employer match and funding
- Monthly state sales, use, beverage and gross receipts tax filing
- Monthly close schedules
- Annual 401K and financial statement audit schedules and preparation
- Ownership and maintenance of Jonas Club Management ERP system
- Other duties as assigned by the Controller and GM/COO

Competitive Compensation

Salary is commensurate with qualifications and experience. Royal Oaks Country Club offers an excellent benefits package, including medical, dental, vision, life, short- and long-term disability and retirement (401k). Paid hospitality training and education.

A full background check and drug testing will be conducted on the selected candidate.

Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to:



Tara Osborne

Principal



tara@gsiexecutivesearch.com



512-965-5643

GSI Executive Search has been serving the private club industry for over thirty years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 100 GM searches around the US in the last two years.