

CANDIDATE PROFILE

Controller

Sulphur Springs Country Club
Sulphur Springs, Texas

www.sulphurspringscc.com



The Organization

Sulphur Springs Country Club is a privately-owned golf and country club offering facilities and amenities to members living all over East Texas and beyond. Among these amenities are indoor and outdoor dining areas, innovative social events, fitness facilities and wellness programs, seasonal swimming, an actively programmed golf operation and a variety of family and adult focused activities.

Initially formed in 1928, the original golf course has been affectionately described as “four holes in a cow pasture,” which is a true testament to the immaculate beauty of the clubhouse and course experienced today. When the dam was built to form the 20-acre lake on the property, oxen and mules worked during dusk and nighttime hours to spare the animals the heavy work in the daytime heat. Eventually, “cabin” sites were developed on the east side of the lake by several families, and a few had business affiliations. Several iterations of a clubhouse have existed through the years, in several different locations on the property.

The current clubhouse was built in April 2013. This facility includes the 511 Chophouse, Five Eleven Bar & Grill, Grand Ballroom and Event Center and children’s play and swim complex. The most recent addition to the property is a Pro Shop and Fitness building. The construction was completed in November of 2023, and the building houses the John Gillis collection of vintage golf clubs and memorabilia, along with our professionally curated Pro Shop, private gym, Par Tee Bar and state-of-the-art sports simulator bays.

The mission of Sulphur Springs Country Club is to be an outstanding full service, privately-owned country club which reaches to exceed Members’ expectations, combining a championship golf course with excellent dining, a variety of immersive activities and opportunities to engage in new friendships, all in a relaxed, beautiful environment where the staff is fully dedicated to spoiling our Members and guests.

Position Overview

The Controller position provides the leadership, management and vision necessary to ensure the Sulphur Springs Country Club has the proper operational controls, administrative and reporting procedures and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive and energetic style, guided by the objectives of the Club. The Controller should work closely with the General Manager and the management team and perform specific tasks as requested by the GM.

The position directly reports to the GM and will supervise accounting staff, human resources and IT. The chosen individual will serve as a true strategic partner who will be instrumental in taking Sulphur Springs country club to the next level of financial stability and success and will help support the Club's current and future vision in conjunction with the strategic plan.

The successful applicant will have an affinity for smaller towns, a rustic living environment that offers a multitude of outdoor experiences on a year-round basis.

Responsibilities

- Responsible for the preparation of all accounting reconciliations and the timely preparation and review of general ledger, trial balance, and preliminary financial statements.
- Prepares monthly financial packets.
- Monitor multiple operating, reserve and capital bank accounts.
- Review and approve the reconciliation of all banking items.
- Monitor, update and transfer appropriate funds to maintain integrity of accounts.
- Review daily bank balances and advise on cash flow issues and review all cash disbursements.
- Review accounts receivable and assists as needed past due account collection procedures.
- Review interim and year-end audit preparation.
- Advise the GM if a material weakness could arise during the annual audit.
- Prepare audit papers as required for outside auditors. Review audit for accuracy and make recommendations to the auditors before the final report is issued.
- Ensure compliance with internal control policies; recommend improvements to existing processes and procedures.
- Review the preparation of applicable federal, state and local tax returns from the outside accounting firm and appropriate for dissemination to the GM.
- Ensure that all financial reports are submitted accurately and in a timely manner.
- Assist with the annual budget and development process, specifically working with the department heads to prepare preliminary operating and capital budgets and reports.
- Prepare working papers of operating, reserve and capital budgets, working with the GM and department heads to revise and adhere to budgetary guidelines.
- Prepare G&A departmental budgets and payroll related items.
- Provide continuing support and education to the department heads on budget development and variance reporting.
- Participate in the selection of the Club's insurance policies and monitor property and casualty insurance policies to ensure that assets of the Club are protected.
- Communicate and coordinate financial activities with the GM.
- Maintain a relationship with the Club's financial institutions to manage all Club accounts.

- Ensure that the GM has all information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Conduct meetings with accounting staff and prepare reports for GM.
- Lead accounting staff to ensure timely and relevant communication and teamwork on projects.
- Communicate with co-workers, management and external constituencies (members, vendors) in a courteous and professional manner.
- Abide by all Club polices and regulations; ensure appropriate implementation of GAAP, federal, and state regulations.
- Exhibit and maintain a respectful and professional demeanor to reflect a positive image of the Sulphur Springs Country Club.
- Perform other duties as assigned by the GM.
- Oversee the hiring, training, coaching of department employees within approved guidelines, and Club policies and in compliance with all governmental agencies.
- Make decisions according to established policies, procedures and regulations and apply these to work problems.
- Ensure contracts and checks are signed and distributed properly.
- User training for accounting and NorthStar system including ongoing support.
- Manage data processing and capital budgets. Approves all related invoices.
- Determine optimum software configurations for accounting workstations

Qualifications

- A hospitality background of positive relationships and engagement.
- A professional career “track record” with verifiable career progress.
- Proven leadership qualities with the demonstrated ability to direct, coordinate and manage all facets of a full-service country club.
- Strong communication skills, both in writing and speaking, with the distinct ability to function effectively before a wide variety of groups and forums.
- Having obtained or working toward a degree in GAAP accounting.
- Previous experience in NorthStar software, BNA depreciation system and tangible taxes considered a plus.
- A record of success in the selection, development, training, motivation of an accomplished, service-oriented staff.
- A positive, upbeat attitude combined with sense of humor and the ability to work effectively at all levels of organization.
- The ability to teach, motivate, and coach team members developing a positive working environment.
- Will embrace the small-town lifestyle and feel of Sulphur Springs.

Competitive Compensation

- A Base salary compensation of \$85,000
- Professional dues and educational expenses
- 401k Retirement plan after one year of employment, employer matches up to 4%

- Standard club executive benefits paid within the club's policies to include health, dental and vision coverage
- Vacation and PTO per the employee handbook
- Relocation allowance

To be Considered

A full background check and behavioral analysis will be conducted on selected candidates. Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to:



Terry Anglin, CCM, CCE, ECM
Principal



terry@gsiexecutivesearch.com



901-550-9338

