

CONTROLLER PROFILE: GULF STREAM BATH & TENNIS CLUB GULF STREAM, FL

CONTROLLER OPPORTUNITY AT GULF STREAM BATH & TENNIS CLUB

Gulf Stream Bath & Tennis Club invites an experienced and detail-oriented accounting professional to serve as its next Club Controller. This is an outstanding opportunity for a hands-on financial leader to oversee the Club's accounting and financial operations while serving as a trusted partner to the General Manager/COO and Club leadership.

The Controller directs and oversees all financial, accounting, and administrative functions of the Club. This role is responsible for safeguarding assets, ensuring accurate financial reporting, maintaining internal controls, and supporting sound operational and long-term financial decision-making.

This is a service-focused role within a private club environment where professionalism, discretion, and accuracy are essential. The ideal candidate is organized, analytical, and collaborative. He/she leads by example and supports a culture grounded in hospitality excellence and financial integrity.

[Click here to view a brief video about this opportunity.](#)

ABOUT GULF STREAM BATH & TENNIS CLUB

The Gulf Stream Bath & Tennis Club in Gulf Stream, Florida, offers a unique blend of luxury, recreation, and tradition in a stunning oceanfront setting. Its highlights include ocean-view dining at the Main Dining Room and Ocean Grill & Terrace, cocktails, and a variety of water sports such as paddleboarding, kayaking, Hobie Cat sailing, snorkeling, and surf lessons. The Club also has five Har-Tru tennis courts with private and group lessons, an annual array of tennis tournaments, including its most popular Mixed Member-Guest tournament, and a fully equipped fitness center featuring Peloton bikes, treadmills, and strength-training equipment. Members enjoy vibrant social activities, including bridge, canasta, and backgammon tournaments, along with themed parties and casual gatherings.

Founded in 1935 by Mrs. Howard Phipps as a community center for local families, the Club later played a patriotic role during World War II, hosting events for U.S.O. trainees from the nearby Boca Raton Air Force Base. In 1952, a group of winter residents bought the property as a non-profit syndicate to turn it into a private club. Since then, the Club has seen major updates, including the construction of a new clubhouse in 1990 and a complete remodel in 2017, which brought in a more efficient layout, improved dining areas, and the addition of the Green House Activity and Fitness Center.

The Club continues to provide a well-rounded experience with swimming, tennis, fitness, beach activities, and a lively calendar of social events. With water aerobics classes, junior tennis camps, and private swim lessons, members of all ages find ways to stay active and engaged. The Gulf Stream Bath & Tennis Club remains a treasured destination where tradition blends with modern comfort in a relaxed, coastal setting.

GULF STREAM BATH & TENNIS CLUB BY THE NUMBERS:

- Approximate Membership: 500
- Initiation Fee: \$90k
- Approximate Annual Dues: \$8.9k
- Gross Volume: Approximately \$6.75M
- Annual Due Volume: Approximately \$3.9M
- Capital Dues: \$500/yr | Minimum Charges: \$1k Annual Facility Fee

- F&B Volume: Approximately \$2.5M | Food Cost: 40%
- Gross Payroll: Approximately \$4.1M
- Employees: 50FTE / 15 seasonal
- Average Age of Membership: 70
- 15 Board Members – Serving 3YR Terms
- The Club uses Clubessential Club for POS & Accounting

GULF STREAM BATH & TENNIS CLUB WEBSITE: www.gulfstreambt.com

CONTROLLER JOB DESCRIPTION

Reporting to the General Manager/COO, the Controller serves as the Club's financial steward and operational accounting leader. The Controller ensures timely and accurate preparation of financial statements, maintains complete and transparent reporting, oversees payroll and member billing, and manages internal controls and compliance procedures. This individual supervises daily accounting functions and provides financial guidance to department heads to support operational effectiveness.

This is a working leadership role requiring strong technical accounting skills, attention to detail, sound judgment, and the ability to maintain confidentiality of all Club, Member, and associate information. Key responsibilities include:

FINANCIAL MANAGEMENT & REPORTING

- Prepare monthly financial statements, trial balances, and supporting schedules.
- Develop and administer annual operating and capital budgets.
- Monitor cash flow and provide financial forecasts and projections.
- Analyze budget variances and recommend corrective actions.
- Oversee accounts payable, accounts receivable, payroll, and general ledger.
- Maintain accurate reconciliations of all banks and balance sheet accounts.
- Manage member billing, collections, and financial records.
- Maintain fixed asset ledgers and depreciation schedules.
- Coordinate external audits and tax filings.

INTERNAL CONTROLS & COMPLIANCE

- Direct internal controls, audits, and compliance procedures
- Safeguard deposits, disbursements, and banking relationships.
- Manage insurance policies and risk management programs.
- Supervise inventories of food, beverage, supplies, and equipment.
- Maintain confidentiality of all Club, Member, and associate information.

BOARD & LEADERSHIP SUPPORT

- Prepare reports for the Board of Directors, Finance Committee, and Executive leadership.
- Advise department heads on financial planning and operational performance.
- Collaborate with external accountants, auditors, financial advisors, and banking partners.

TEAM LEADERSHIP & STAFF DEVELOPMENT

- Train, supervise, and evaluate accounting and administrative staff.
- Promote accountability, professionalism, and accuracy within the finance function.
- Support administrative human resources functions and systems as needed.

PERFORMANCE EXPECTATIONS

- Timely, accurate, and transparent financial reporting
- Strong internal controls and sound compliance practices
- Effective cash flow and budget management
- Professional, responsive support to leadership and department heads
- Maintenance of strict confidentiality and financial integrity

CANDIDATE QUALIFICATIONS

- Private club, hospitality, or service industry experience preferred.
- Strong analytical and problem-solving skills.
- Ability to read, analyze, and interpret financial reports and regulations.
- Clear and professional written and verbal communication skills.
- Service-oriented leader with hospitality DNA, positive attitude, and collaborative, team-focused approach.
- Proficiency in accounting software and Microsoft Office Suite.
- Ability to manage multiple priorities with accuracy and discretion.
- Comprehensive knowledge of GAAP, financial reporting and disclosures, operational and capital budgeting, forecasting, cash management, internal controls, and audit coordination.
- Exp. managing not-for-profit financial reporting (501(c)(7) entities; familiarity with 501(c)(3) accounting a plus.)
- Familiarity with employee benefits administration, including 401(k) and defined benefit retirement plans, and related federal and state employment and tax regulations.
- Advanced proficiency in MS Excel and MS Office, with substantial experience using financial reporting software, ERP, and leveraging technology to streamline finance and accounting processes, improve reporting effectiveness, and support data-driven decision-making.
- Demonstrated success leading small finance/accounting teams and partnering cross-functionally with operational leaders.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business, or related field
- Certified Public Accountant (CPA) license preferred.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all individuals hired will be required to verify their identity and eligibility to work in the United States and complete the required employment eligibility verification form at the time of hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including association membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to attach when prompted during the online application process. Please ensure your image is not included on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to the **Gulf Stream Bath & Tennis Club search committee**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why GSBTC and the Gulf Stream, FL area will benefit you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible, but no later than March 20, 2026. Candidate selections will occur mid/late Month, with the first Zoom Interviews expected in March and the second interviews a short time later. The successful candidate should assume his/her role in early/mid-April.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – GSBTC”

(These documents should be in Word or PDF format.)

Note: Once you complete the application process for this search, you will not be able to add any additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor: bethany@kkandw.com

Search Executive:

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