



CONTROLLER



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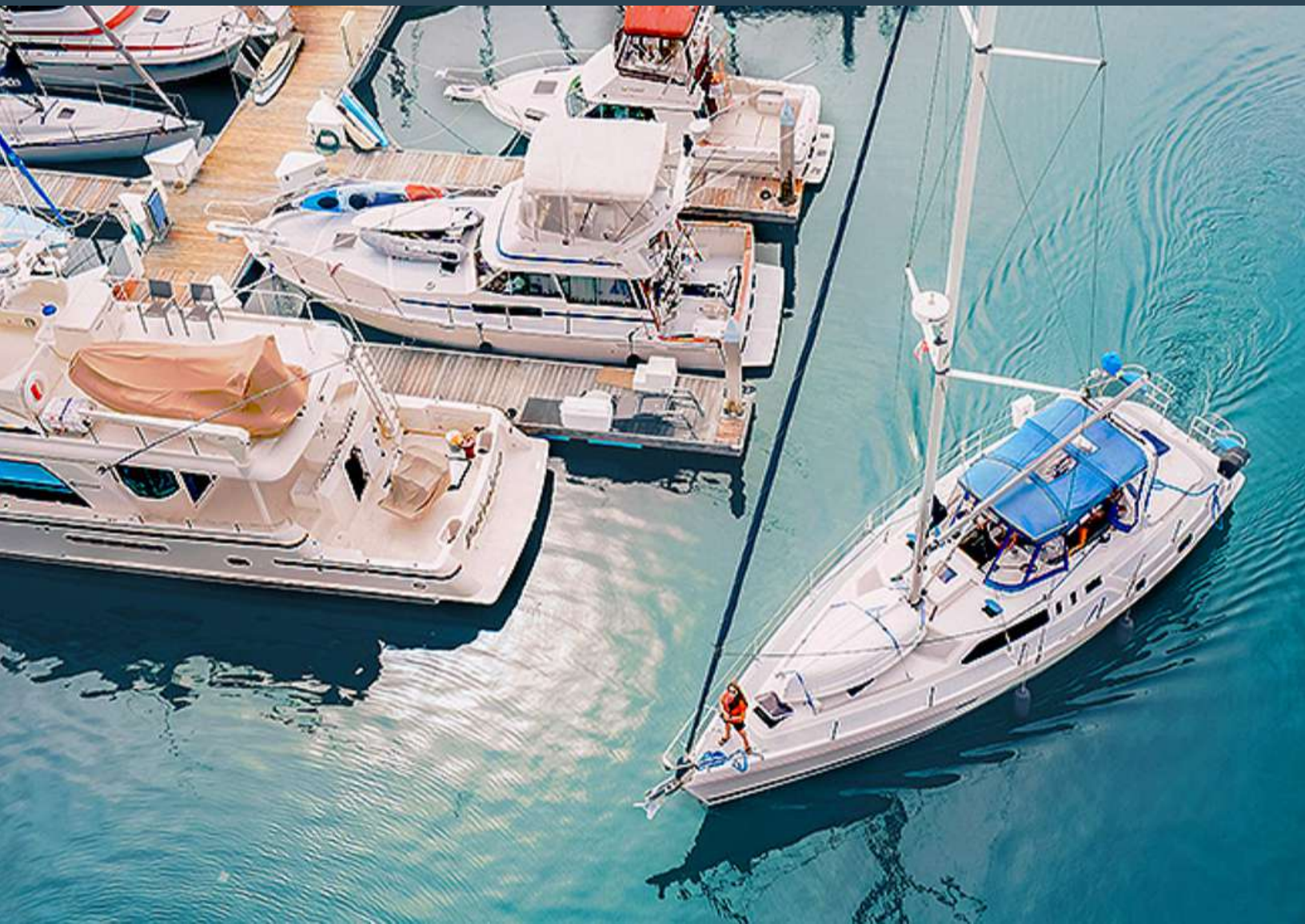
STRATEGIC CLUB SOLUTIONS

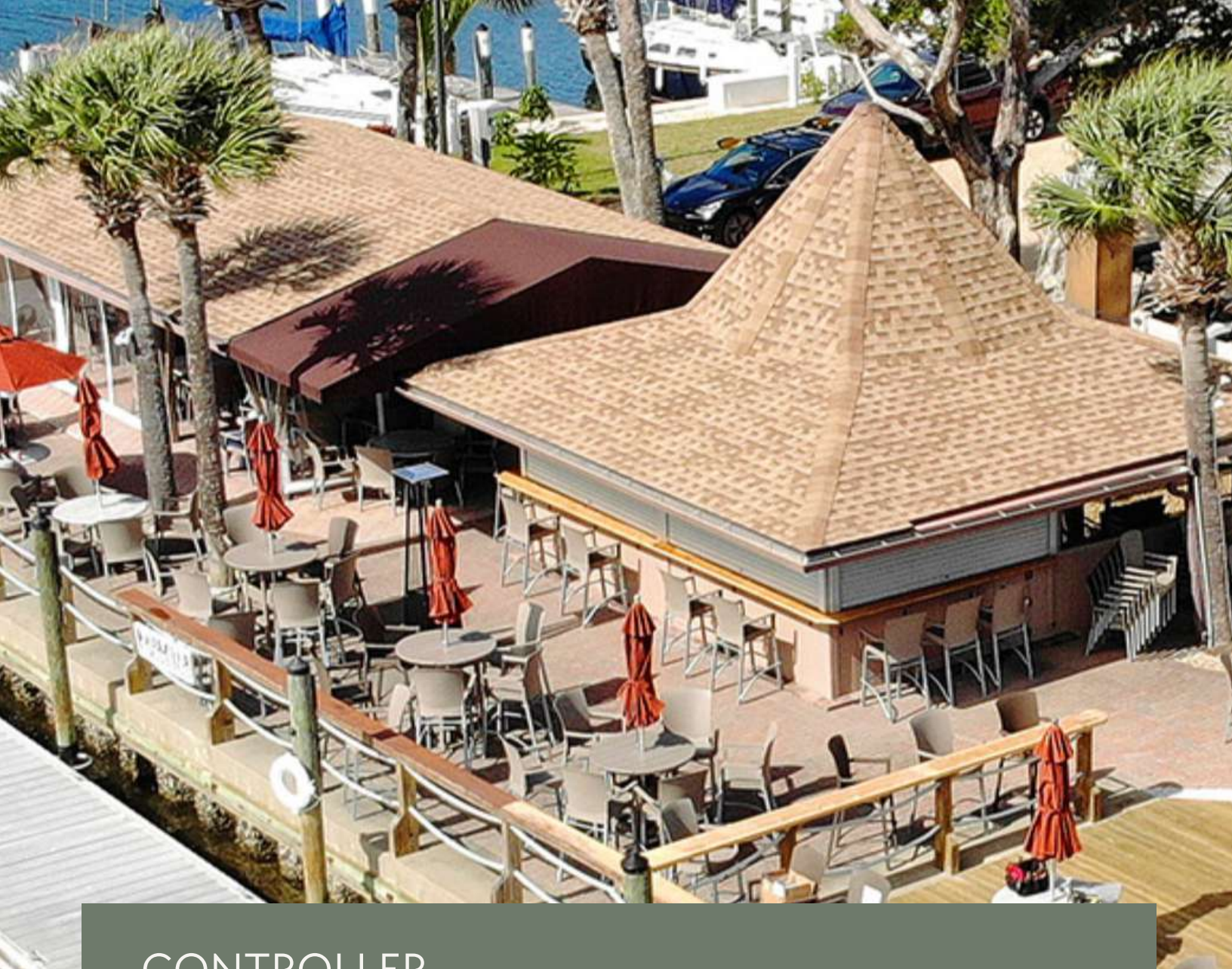
SMYRNA YACHT CLUB

Smyrna Yacht Club, established in 1928, is a private, member-owned club set on the Indian River in New Smyrna Beach, Florida. Its Spanish Renaissance clubhouse has been a landmark along the waterfront for nearly a century and remains admired throughout the Florida Council of Yacht Clubs, of which Smyrna is a longstanding member. The Club is also home to the Lipton Cup, one of only twelve trophies deeded to American clubs by tea magnate Sir Thomas Lipton and the only one in Florida, awarded following the international regatta the Club hosted in 1932. Smyrna Yacht Club serves 567 members, near its 575-member capacity, and offers a full calendar of boating, sailing, and social programming that reflects the Club's welcoming and active culture on the water.

In 2018, Smyrna Yacht Club celebrated its 90th anniversary, honoring a history it continues to carry forward through ongoing renovation and improvement of its facilities. The Club is entering a period of modernization, with planned capital investment in its waterfront amenities and a commitment to strengthening operations while preserving its heritage. Debt-free and financially stable, Smyrna Yacht Club remains one of the premier private yacht clubs on Florida's east coast.

www.smyrnayachtclub.com





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The Controller directs the Club's financial operations and serves as a financial partner to the General Manager and department heads. The position reports to the General Manager and supervises one accounting paraprofessional, functioning as a small, hands-on department. Core responsibilities include accounting, financial reporting, budgeting, payroll oversight, benefits administration, and internal controls. The Controller works within a membership-based environment in which service standards and the confidentiality of member and financial information are paramount, and collaborates regularly with an active Finance and Audit (F&A) Committee that maintains a detailed level of oversight. In addition, the Controller is an integral part of the Master Planning and Implementation Committee (MPIC), which oversees Capital Improvement projects.

Reports to: General Manager

Direct Report: Admin Assistant



Key Objectives:

Financial Management, Reporting, and Governance Support

- Prepare monthly financial statements, including income statement, balance sheet, and supporting schedules.
- Maintain accounting records and reconcile ledgers, bank accounts, and asset accounts.
- Support the F&A Committee with detailed reporting, including line-by-line profit and loss review.
- Coordinate quarterly physical inventory counts and verify results against records.
- Work with external auditors and prepare federal, state, and local tax filings.
- Manage cash and the investment of dues reserves in coordination with the Treasurer.

Modernization of Financial Operations

- Introduce ACH and electronic bill payment to reduce reliance on physical checks in accounts payable.
- Revive the stalled scanned check deposit project for accounts receivable.
- Expand member payment options to reduce paper check volume in dues and billing.
- Streamline payroll processing to eliminate redundant general ledger entries.
- Modernize financial reporting functions.
- Document updated procedures to support consistent and controlled operations.

Strategic Partnership and Human Resources Administration

- Provide financial guidance to the General Manager and department heads.
- Lead budgeting and increase department head participation through an 8-month actuals-and-4-month projection model.



- Serve as part of the Club's human resources function alongside the administrative professional.
- Administer employee benefits, including health insurance and the Simple IRA.
- Assist with the annual benefits bidding process.
- Attend Finance and Audit Committee meetings to present reports and respond to questions.

First-Year Priorities

The first year emphasizes learning the Club's operations and building relationships before driving change. To be successful in the first year, key priorities include:

- Learn the Club's traditions, policies, and operating practices before recommending changes.
- Build working relationships with the Finance and Audit Committee and establish mutual trust.
- Advance the accounts payable and accounts receivable modernization efforts.
- Introduce the collaborative 8+4 budgeting approach with department heads.

Qualifications and Characteristics

- Bachelor's degree in accounting, business, or a related field.
- Five to seven years of professional accounting experience, with at least two years at the Controller or accounting manager level.
- Proficiency in Microsoft Office and Jonas club management software a plus.
- Knowledge of retirement plans and employee benefits administration.
- Working knowledge of applicable federal and state employment laws.
- Understanding 501(c)(7) not-for-profit corporations is a plus.
- Approachable communication style with the ability to build trust across committees and staff.



Compensation and Benefits

Salary compensation is \$110,000-\$130,000 based on experience, plus a performance-based annual bonus. Comprehensive benefits package, including health, dental, and vision insurance, a Simple IRA, paid time off, and a professional development allowance (including HFTP).

Interested and qualified applicants should submit their resume in confidence to Rob Schlingmann, CCM, CCE, CAM at Strategic Club Solutions: Rob@StrategicClubSolutions.com.







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