Job postings listed below do not represent the complete position duties

*Accounts Receivable/Staff Accountant*

We are seeking a detail-oriented and organized Accounts Receivable/Staff Accountant to join our finance team. The ideal candidate will be responsible for managing incoming payments, maintaining accurate financial records, and ensuring compliance with accounting standards. This role requires a solid understanding of corporate accounting principles and the ability to work efficiently in a fast-paced environment.

* Process billing for assessments, club amenities, club events and dining.
* Post Homeowner Assessments and House Account payments (checks, ACH, credit cards) daily.
* Verify discrepancies and resolve Homeowners’ billing and club activity issues and questions.
* Prepare homeowner refunds for approval and payment.
* Process and record all incoming payments accurately and timely.
* Assist with Estoppel requests.
* Manage accounts receivable aging reports, ensuring timely follow-up on outstanding statement balances.
* Perform reconciliations of accounts to ensure accuracy in financial reporting.
* Assist in the preparation of financial statements.
* Utilize accounting software for data entry and reporting.
* Associate's degree or a two-year college/technical school required, BS in Finance or equivalent preferred.
* 2-4 years’ A/R experience required.
* Proven experience in corporate accounting or a similar role is preferred.
* Strong understanding of debits and credits, as well as financial concepts related to accounts receivable.

*Executive Chef*

HOA community with approximately 2400 Members. This is a working and supervisory position, that will train and manage kitchen personnel and supervise/coordinate all related culinary activities. The Executive Chef will also be required to cook. Some of the skills and responsibilities include the following:

Responsibilities:

* Create meals that are tasty, visually appealing, and meet a variety of dietary standards
* Work within budgets for all member events, weddings, parties and other corporate meetings.
* Manages a culinary team to ensure quality and delivery; trains and manages culinary and kitchen employees to use best-practice food production techniques
* Ensuring proper culinary standards and techniques are in place for the preparation of food items, including presentation, and service standards
* Develops standard menus, recipes and techniques for restaurant, considering members, popularity of various dishes, costs and other factors
* Monitor production and quality levels of all food products.
* Cooks or directly supervises the cooking of items that require skillful preparation
* Responsible for monitoring and controlling food costs by estimating food consumption, waste control procedures, storeroom requisition systems, and product storage requirements.
* Select and develop standardized production recipes to ensure consistent quality and presentation techniques
* Maintain working relationships and billing arrangements with specialty vendors and suppliers
* Monitors ordering and receiving programs for products and supplies to ensure proper quality and price on all purchases
* Recruit, train, and manage kitchen staff including potential dismissal of employees
* Rectify arising problems or complaints

Leadership:

* Coach employees by creating a shared understanding about what needs to be achieved and how it is to be achieved
* Plan and execute team meetings
* Consistent focus on margin improvement; understanding performance metrics, data, order, and inventory
* Willing and able to work evening, weekends and holidays
* Culinary Arts Degree preferred
* 5 years of experience in a culinary leadership role in a full-service restaurant
* Maintain a Food Manager Certification acceptable to the State of Florida.
* Country Club experience a plus

*Golf Course Grounds Maint./FT (2 openings)*

Responsibilities include a diverse range of activities involving golf course turf maintenance and semi­-skilled grounds construction. Operating light-powered equipment and mowers in the maintenance of bunkers, putting greens, collars, tees, fairways and roughs and additional duties related to setting up a golf course for play.

* Trim trees, prunes shrubbery, and removes fallen leaves and branches, cultivate shrubs and flowers
* Assist in construction and grading of new greens, prepare planting beds, lay sod, plant vegetative material and seeds putting greens, tees, fairways and roughs
* Ability to receive, understand and retain instruction on the use of equipment, tools and materials used in golf course landscape construction and maintenance work
* Maintain ball washers and water hazards

Will need to be able to lift, push, pull and/or move up to 50 pounds and be able to perform in the outdoor Florida climate.