



## **Twin Lakes Golf and Country Club**

Located in Federal Way, Washington, Twin Lakes Golf and Country Club is a welcoming, full-service private club with a proud history and a strong sense of community.

From 18-hole championship golf and multiple dining venues to fitness amenities, a renovated outdoor pool, and an active social calendar, Twin Lakes offers a vibrant experience for members and their families. Serving more than 680 memberships, the Club is a valued gathering place where service, connection, and community come together.

### **Twin Lakes Golf and Country Club Details:**

- Annual Revenues: \$3.6M
- F&B Volume: \$1M
- Memberships: 680
- Annual Dues: \$8,160
- Full-time Employees in Season: 85
- Full-time Employees Off-Season: 50
- Club POS and Accounting Systems: Jonas

### **Position Overview**

The Controller role is an exciting opportunity for a finance professional who wants to contribute in a visible, valued leadership position within a dynamic private club setting. This role leads the Club's financial and administrative operations, strengthens reporting and controls, and works closely with the General Manager and leadership team to support continued success.

Reporting to the General Manager, the Controller oversees accounting, human resources, and IT. The ideal candidate will be a collaborative leader and trusted partner who is energized by helping the Club operate effectively and plan confidently for the future.

### **Responsibilities**

- Prepare and review monthly financial statements, reconciliations, and supporting reports in a timely manner.
- Monitor bank accounts, cash flow, transfers, disbursements, and account integrity.
- Oversee payroll processing and related reporting to ensure accuracy, timeliness, and compliance.

- Support key human resources functions, including employee records, benefits administration, and coordination of HR-related compliance requirements.
- Oversee accounts receivable, audit preparation, tax reporting coordination, and compliance with internal controls, GAAP, and applicable regulations.
- Lead the annual operating, reserve, and capital budgeting process in partnership with the General Manager and department heads.
- Maintain relationships with financial institutions, auditors, insurance providers, and other external partners.
- Provide clear financial reporting and guidance to the General Manager and leadership team.
- Lead, support, and train accounting staff, including oversight of Jonas system usage and related processes.
- Manage additional accounting, systems, and administrative duties as assigned by the General Manager.

### **Qualifications**

- Hospitality, club, or service-industry accounting experience preferred.
- Demonstrated career growth and a strong record of professional performance.
- Proven leadership, staff development, and team management skills.
- Strong written and verbal communication skills.
- Ability to build positive working relationships across all levels of the organization.
- Working knowledge of financial controls, budgeting, and regulatory compliance.
- Availability to work occasional weekends and holidays as needed.

### **To be Considered**

Selected candidates will complete a background check. Qualified professionals are encouraged to submit a current resume and cover letter addressed to:

#### **Tom Coburn, PGA**

General Manager

[tcoburn@twinlakesgolf.net](mailto:tcoburn@twinlakesgolf.net)

Twin Lakes Golf and Country Club

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