

**Position Overview
&
Candidate Profile**



Bigwin Island Golf Club

Baysville, Ontario

Controller

Fall 2025



Bigwin Island Golf Club, Baysville, Ontario

CLUB OVERVIEW

Bigwin Island, first known as Bigwin Inn, opened in 1920 as a 9-hole Stanley Thompson course and became an 18-hole golf course by 1930. Bigwin Island was once billed as North America's largest and most luxurious summer destinations, hosting numerous extravagant galas and events. More than 100 years after Bigwin Inn first opened, Bigwin Island's glory days are back again.

Nestled within a private island paradise on Lake of Bays, Bigwin Island Golf Club ("Bigwin Island" or the "Club") is an exceptional golf experience in a spectacular setting that provides a top private club atmosphere for its members. Members and guests to the island can play a round on a sensational golf course... savor a fine meal in the restaurant-clubhouse housed in Bigwin Inn's historic original dining room or enjoy a meal lakeside at the newly renovated Dockside... and take advantage of an opportunity to make Bigwin Island their summer home.

Today, Bigwin Island is an exclusive equity membership club, with a limited number of 260 equity members (490 total members) and an estimated 6-to-8-year waitlist for membership. On the 520-acre island paradise, members enjoy glorious lake vistas and utmost privacy, complemented by world-class golf and top tier amenities.

Bigwin Island is currently seeking a Controller to join its elite team and support the Club in driving forward its vision and ensuring the long-term sustainability of the Club.

ABOUT THE CLUB

- **Member-Owned Private Club**
- **Member Count:** 260 Equity Members; 490 Total Members
- **Gross Revenue:** \$7.6 million
- **Annual Dues Revenue:** \$3.9 million
- **Employee Count:** 130 Total Employees (*in-season*)

AMENITIES

- Golf
- Tennis
- Outdoor Dining
- Indoor Dining
- Basketball

POSITION SUMMARY

The Controller serves as a key member of the Club's management team, responsible for overseeing all financial activities, including accounting, budgeting, financial reporting, and internal controls. This position ensures the integrity of financial information and provides leadership in strategic financial planning. The Controller works closely with the general manager, board of directors, and finance committee to support the Club's financial goals and long-term stability. Additional responsibilities may include overseeing information technology and insurance programs and assisting with membership coordination.

KEY COMPETENCIES & RESPONSIBILITIES

To be successful in this role, the Controller will need to demonstrate the following competencies. These same areas will be a focus for performance evaluation, ensuring clear expectations and ongoing support.

Financial Management & Reporting

- Prepare accurate and timely monthly financial statements and reports for management, the board of directors, and committees.
- Develop annual operating and capital budgets in collaboration with department heads and management.
- Monitor budget performance, investigate variances, and recommend corrective actions.
- Prepare management reports and dashboards to assist management and the board in assessing operating performance on a real-time basis.
- Prepare long range capital budgets and funding options for long term planning by management and the board of directors.
- Manage cash flow and oversee banking relationships.
- Prepare and submit government remittances (e.g., HST, payroll taxes).
- Coordinate and lead the annual audit process with external auditors.

Accounting Operations

- Supervise daily accounting functions, including accounts payable, accounts receivable, payroll, and general ledger.
- Ensure compliance with Generally Accepted Accounting Principles ("GAAP") and other applicable regulations.
- Maintain accurate records of fixed and leased assets, depreciation schedules, and capital projects.

Internal Controls & Risk Management

- Develop, implement, and monitor internal controls to safeguard assets and ensure compliance with policies.
- Manage the Club's insurance policies, ensuring adequate coverage and timely renewals.
- Oversee information technology systems related to finance and club management software, ensuring data security and operational efficiency.
- Maintenance of the Club's Policy and Procedure manual.

Payroll & Benefits Administration

- Oversee payroll administration and related reporting.
- Administer employee benefits programs in collaboration with human resources and/or the general manager.

Membership Operations (*Ad hoc*)

- Assist the general manager with the onboarding and coordination of new memberships and accounts.

CANDIDATE PROFILE

The Controller will be responsible for overseeing all financial activities at Bigwin Island, including accounting, budgeting, financial reporting, and internal controls. The ideal candidate will possess the following qualifications:

- **Professional Experience:** Minimum 3–7 years of progressive accounting and financial management experience, ideally within a hospitality or private club environment.
- **Leadership:** A dynamic, results-oriented leader who is visible, approachable, and skilled at motivating high-performing teams. Proven ability to engage with other leadership positions, board of directors, and finance committee.
- **Financial Acumen:** Strong analytical and financial modeling skills and expertise in accounting, budgeting, financial reporting and internal controls.
- **Private Club Knowledge:** Strong understanding of NFP club governance, financial reporting, and industry regulations.
- **Communication Skills:** Exceptional verbal and written communication skills, with a focus on transparency, clarity, and responsiveness.
- **Professional Development:** Passion for continuous learning and staying current with industry trends and best practices. Committed to enabling and empowering others to pursue their career aspirations while consistently striving to deliver exceptional service to members.
- **Attention to Detail:** Commitment to accuracy and confidentiality in all aspects of the position.
- **Technical Aptitude:** Proficiency in club management software (Jonas, Northstar, Clubessential, etc.) and Microsoft Office Suite.

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- **Collaboration & Commitment to Excellence:** Ability to collaborate with staff, management, and volunteer committees and a demonstrated commitment to excellence.
 - **Time Management & Organization:** Demonstrated skills in time management, planning, and organization.

Education: Bachelor's degree in business, finance, or related field required

Residence: Each candidate must be committed to living/residing in the Muskoka region during the operating season of the Club, with flexibility during the off-season.

COMPENSATION

The Club will offer an attractive year-round compensation package, commensurate with experience, which will include a competitive base salary, bonus, full benefits, and allowances for education, clothing, and food.

INQUIRIES

Interested candidates should submit their resume along with a detailed cover letter which addresses the qualifications and describes your alignment/experience with the prescribed position. Those documents must be saved and submitted in Word or PDF format (save as 'Last Name, First Name, Bigwin Island Golf Club, Resume' and 'Last Name, First Name, Bigwin Island Golf Club, Cover Letter') respectively to: <https://shorturl.at/5mu21>.

Bigwin Island Golf Club is an Equal Opportunity Employer.

LEAD SEARCH EXECUTIVES

Michael Gregory, Managing Director & Partner

Glen Dowbiggin, Director

For more information on Bigwin Island Golf Club, please visit <https://bigwinisland.com/>