



Candidate Profile

Chief Financial Officer

The Briar Club | www.thebriarclub.com
Houston, Texas

Organization

Founded in 1949, The Briar Club has evolved with the city of Houston from a casual, suburban club to a dynamic indoor/outdoor family club serving an urban member base that actively participates in its many top-rate leisure offerings. The campus is a 5.5-acre oasis within Houston, one of the fastest growing areas in the nation and a city on pace to surpass Chicago as the nation's third largest within a generation. The Briar Club is located inside Loop 610 between the River Oaks and West University neighborhoods, and between downtown Houston and the Galleria Area. This active, bustling family-centered club has completed \$34 million reinvention of the club. Not exactly a city club and not exactly an athletic club -- more a country club within the city center -- The Briar Club is a true hybrid with the finest facilities and amenities for the whole family. The Briar Club is currently recognized as a Distinguished Gold Club of the World. The club currently boasts more than 1,400 active members served by 220 staff.

The Briar Club campus comprises several separate clubhouse buildings that feature dining and meeting rooms, banquet facilities, fitness/wellness, training studios, a Pilates facility, three swimming pools, nine tennis courts, Kids Club, Children's Nursery and Teen Center, and locker rooms...all serviced by a veteran staff of fitness and tennis professionals offering programs, classes and teams for all levels and age groups. The Briar Club has developed a vibrant young membership including 150 active junior tennis players and roughly the same number on the swim team. It also hosts active programs in adult swim, fitness and dining. The club has a separate parking garage with 500+ parking spaces for members and guests.

The completed renovation replaces the original clubhouse with a new 3-story, 52,000 square-foot clubhouse featuring indoor and outdoor dining for families and adults, expanded banquet facilities, all-new a la carte and banquet kitchens, separate meeting rooms and a protected skybridge to the parking garage. Also added are three new tennis courts, a new adult lap pool and a stunning new resort-style pool in the middle of the club grounds. The banquet facility seats 400 plus and is one of the most sought-after club wedding and event venues in Houston.

The clubhouse is open year-round, six days a week for food and beverage, seven days for all other activities, and hosts a full calendar of member social events, holiday parties, and special interest events.

- Annual Gross Revenues are \$17 million.
- Annual Food and Beverage revenues are currently \$6 million with 60% of that banquet business and 40% a la carte dining.

Position

The Chief Financial Officer (CFO) Position provides the leadership, the management and vision necessary to ensure the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the company.

The CFO should work closely with the General Manager and the Management Team and perform specific tasks as requested by the Manager.

Responsibilities

- Evaluates existing accounting department personnel structure and assists with hiring, training, performance coaching and disciplining department employees within approved Club HR policies and compliance with governmental agencies.
- Proactively prevents material weaknesses in the annual audit.
- Ensures that financial reports and tax forms are submitted accurately and in a timely manner.

- Directs and ensures the regular updating and maintenance of the procedure's manual for the Club.
- Issues monthly financial statements and other supporting schedules including a written analysis and projection of results in a timely manner.
- Maintains and evaluates the KPI "Dashboard" for the Club, continually looking for ways to improve data collection and therefore operating efficiency and results.
- Prepares operating, reserve, and capital budgets, working with the General Manager and Department Heads to revise and adhere to budgetary guidelines.
- Prepares General & Administrative departmental budgets, forecasts, and payroll related items.
- Provides continuing support and education to the Department Heads on budget development and variance reporting.
- Reviews and supervises the preparation of audit papers as required for outside auditors. Reviews audits for accuracy and makes recommendations to the auditors before the final report is issued.
- Provides necessary information for preparation of tax returns and reviews prepared tax returns for accuracy.
- Communicates and coordinates financial activities with the Board, Treasurer and Finance Committee and/or committee chairs. Is a key presenter and communicator of financial outcomes and projections in these meetings.
- Attends Board meetings, Finance Committee meetings, Planning Committee meetings, Audit Committee meetings and other committee meetings when invited to be available to answer any financial questions they may have.
- Reviews all cash disbursements and signs checks requiring dual signatures.
- Participates in the selection of the group health, dental, 401(k) and life insurance programs. Participates in the selection of the Club's insurance policies and monitors property and casualty insurance policies to ensure that assets of the Association are protected.
- Serves as Trustee for the Club's 401(k) retirement plan and maintains plan asset records and documents.
- Assists with evaluating computer software systems and applications for accounting, membership, point-of sale, fixed assets, and other departmental software as requested.
- Maintains relationship with bank to manage Club accounts, loans, and similar club needs.
- Ensures that the GM/COO has information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Conforms with and abides by regulations, policies, work procedures and instructions.
- Exhibits and maintains a professional demeanor to reflect a positive image of the Club.
- Performs other duties as assigned by the GM/COO.
- Continually enforce and actively adhere to Code of Professional Ethics as set by governing policies of the organization.

Requirements

- A Bachelor's degree in Accounting from a four-year college or university is required. A Master's degree in business or related field, an MBA in finance would be a bonus.
- 8 - 10 years of progressive key financial leadership for an organization, preferably one in the hospitality industry, or possessive of a fundamental understanding of both non-profit organizations as well as the club industry.
- Ideally, possessive of a CPA certification.
- A strong and passionate financial leader with a proven track record of providing supportive, timely and accurate information.
- A person of extremely high integrity both professionally and personally.
- A proven "courageous thought partner" to organization leaders.
- A team player with a history of supporting and developing staff and consistently looking to improve their knowledge and financial acumen; a mentoring mindset is critical.

- An accomplished and analytical leader with an understanding of the “30,000 foot view” of club operations and vision as well as a solid understanding of day-to-day financial operations
- A diplomatic and competent professional who is a ‘doer’ and take-charge person and who recognizes the importance of accountability.
- A creative problem solver who commands respect because of the way he/she interacts with others and lives up to his/her word and confidently puts forth recommendations to the GM/COO.
- Personally, capable and comfortable with technology and incorporates its use, as appropriate in his/her everyday role, while never losing sight of the need for ‘high touch’ relations with members and associates.
- An individual who possesses a style and presence, in addition to personal and professional integrity, commensurate with the Club vision.
- A person who understands and effectively functions in a non-profit, volunteer, member-owned Board and Committee environment, who further recognizes the need to use these groups as sounding bodies, raising issues of a policy nature and offering alternatives in addition to pros and cons. Ultimately, an enthusiastic supporter of GM/COO and Board decisions and directives.
- Is armed with a high degree of creative, relevant, and innovative ideas for the betterment of the Club and its mission and vision.
- Decisive, committed, energized and passionate about the Club and the role that he/she has assumed.
- Possessive of strong organizational skills and an obsession with covering the details necessary to consistently achieve high levels of accuracy.
- Experience in implementation of Club Systems is a plus

Competitive Compensation and Benefits

The Club will offer an attractive and competitive compensation and benefits package to include:

- A base salary and annual performance bonus.
- Relocation assistance provided.
- Individual and family health insurance.
- Participation in holiday bonus program.
- Participation in the club’s 401K Plan.
- Professional development program.

Professionals who meet or exceed the established criteria are encouraged to contact:
GSI Executive Search, Inc.

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314-854-1321