



EXECUTIVE SEARCH - CONTROLLER / CFO

VAQUERO CLUB

WESTLAKE, TEXAS (DALLAS / FT WORTH - METRO AREA)

REPORTS TO: GENERAL MANAGER, CHIEF OPERATING OFFICER

<https://www.vaqueroclub.com/>

Established in 2001, Vaquero occupies 525 acres of what was once the Hunt brothers' Circle T Ranch in Westlake, Texas. Discovery Land Company purchased the ranch and developed it into an intimate, utterly private community.

The secluded property features rolling hills, a newly renovated and expanded 42,000 square-foot Club House and golf course designed by Tom Fazio. Vaquero is located 15 minutes from the Dallas/Fort Worth Airport and offers ample shopping and dining in the neighboring towns of Southlake, Trophy Club and Roanoke.

For members, the Vaquero Clubhouse is a second home. This luxurious yet comfortable setting is where members live, work, and play. A member can work out in the morning, play golf, and enjoy lunch or dinner with family and friends. Vaquero offers members the ultimate lifestyle. Once a member enters the gates, the staff is present for everything a member or guest may need. The team is dedicated to helping members enjoy the things that truly matter: friends and family. The Vaquero Club offers a limited number of Equity Golf and Social Memberships.

Please click for a short video: <https://youtu.be/9hyjytGsnpo>

VAQUERO CLUB BY THE NUMBERS

- Tom Fazio 18 Hole Championship Golf Course, PAR 71, (Updating in 2022-2023 to Andrew Green)
- An Indoor Golf Teaching Center
- 2 - Dining areas, Clubhouse, Ranch House
- 4 - Tennis Courts, and 3 -Pickleball Courts
- Swimming Pool, Youth Recreation, 2 - Event Lawns, and Kids Camp
- Spa and Fitness Center
- Family events, fishing, paddleboats, or canoeing at the lakes
- Number of Employees - 130
- Rounds of Golf Annually – 19,000
- Number of Members: 408 Total, 353 Golf, 55 Social
- Gross Annual Revenues: \$22M

POSITION SUMMARY

The Club Controller / CFO leads all day-to-day finance operations of the Club and supervises three staff members, including functional responsibility over accounting and treasury functions – to include: accounts payable, accounts receivable, payroll, expense allocations, month and year-end close, taxes, cash management and insurance. The Club Controller / CFO ensures that the Club has the systems and control procedures in place to certify the integrity of the financial information (organized, produced, and presented within GAAP compliance) for Club management and the Board. He/She works closely with other department managers and their staff, not only to educate them regarding finance and accounting procedures, but to explore how the finance function can support the Club's operations. The Club Controller/ CFO, in partnership with the General Manager, COO, and Finance Chair, is involved in managing the Club's business performance. The Club Controller / CFO is responsible for all weekly financial reporting, analysis, reconciliation of accounts, HR and Payroll submission, and Accounts Payable processing.

ESSENTIAL RESPONSIBILITIES

Club Accounting/Finance

- Prepare annual operating, capital, cash flow budgets, and financial forecasts in coordination with the General manager, COO, and Finance Committee.
- Responsible for the preparation of weekly/monthly reporting packages, and daily flash reports.
- Actively manages all aspects of the financial monthly closing: including consolidated financial statement reporting; reviewing month-end financials for accuracy, and quality to ensure compliance with GAAP.
- Provide monthly actual to budget variance analysis.
- Ensure monthly reconciliations of all balance sheet accounts.
- Drive process improvements and optimize efficiencies in the accounting, and reporting areas, including elimination or streamlining of - manual or non-effective tasks.
- Design, implement and manage accounting policies and procedures to support the Club's operations, and the accuracy of the financial information reported.
- Assist with providing supporting schedules and information for annual, quarterly, and monthly tax provisions, year-end tax return support, and state and local tax compliance.
- Lead the relationship with external audit and tax advisors
- Cash flow forecasting/reporting and other accounting related functions, as required
- Manage the funding process.
- Lead the Treasury function including banking, insurance, leases, and managing the Club's credit cards.
- Perform all duties pertaining to the daily revenue reconciliation and cash deposit activity.
- Responsible for vendor reconciliations, bad debt calls and collections.
- Interact with club members on problem resolutions, membership assistance, and other general questions.
- Print and distribute weekly/periodic financial packets and/or club reports to General Manager, Department Heads, and the Board.

- Review membership applications for completeness, and assurance with program/legal requirements.
- Process AR club membership.
- Provide assistance in researching variances.
- Process weekly Accounts Payables for payment.
- Responsible for processing all HR paperwork for employee files, payroll processing and taxes.
- Process bi-weekly payroll.
- Dynamic oral and business communication skills. Ability to take initiative and work independently while being a team player.
- Perform miscellaneous office manager responsibilities (Supply orders, system maintenance, etc.).
- Assist department heads with payroll/benefit processing, and questions.
- Provides any other administrative duties as deemed necessary by the General Manager, COO, and/or Finance Chair based on business needs.

COMPUTER SYSTEMS

- Supervise all IT related functions including the selection or upgrade of ERP systems, selection and management of a third-party IT support specialist.
- Become knowledgeable in all pertinent accounting-related software used by the Club.

PHYSICAL AND BEHAVIORAL DEMANDS

- Strong interpersonal and organizational skills for effective communication to employees, colleagues, superiors, and members.
- Must be able to work in a team environment.
- Must be able to multitask and follow up on issues as necessary.
- Detail-oriented with the ability to exercise excellent time management skills.
- Attends monthly Board, finance committee and other meetings as required.
- Must be available to work the hours necessary to achieve success.

EDUCATION, EXPERIENCE, AND ADDITIONAL QUALIFICATIONS

- Bachelor's degree in accounting, finance, business administration with emphasis in Accounting.
- Ideal candidate has 5 -10 years of hands on experience in the field, as an accountant, accounting manager, controller / CFO in the hospitality industry at a hotel, resort, private golf and social club.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA license required).
- Excellent computer skill; experience in accounting platform(s) software, MS Dynamic, SQL, Access data base, proficiency with Microsoft Office applications with a heavy emphasis on EXCEL.
- Proficiency with accounting software and software system implementation – helpful if knowledgeable on Jonas Club Systems.

- Exceptional knowledge of finance accounting, budgeting, cost accounting, cost control, and cash flow forecasting, and Generally Accepted Accounting Principles (US / GAAP).
- Advanced knowledge of accounting best practices, laws, standards, rules, State, and Federal Regulations.
- Analytical ability to develop and implement improvements or recommendations.
- Attention to detail. Excellent organizational and analytical skills.
- Excellent written and verbal communication skills.
- Able to work well with an Executive Board, Finance Committee, General Manager, COO, Senior Executives, and the Administrative Team.
- Must have the leadership qualities to be a mentor and be able to lead other team members.
- Ability to interact with the membership with a service and support core competency and skill set.
- Ability to pass a complete background, criminal, and credit check, as the position deals with confidential information.

SALARY AND BENEFITS

- This is a full-time salaried position with a full executive benefits package.
- Salary will be commensurate with qualifications and experience.
- Salary will be competitive with similar positions in elite Private Country Clubs in Texas.
- HTFP (The Hospitality Financial and Technology Professional Association), dues paid.
- CPA – Continuing Education fees paid.

Individuals who meet or exceed the established criteria as detailed in this position profile and posting are encouraged to send both a cover letter and resume.

Note: The preferred method of contact is email. Please send your cover letter and resume in PDF format, attached via email with subject line: Vaquero Club, Westlake, Texas.

If sending via regular mail, please mark – Vaquero Club, Westlake, Texas – on the outside of your envelope. Thank you.

CONTACT INFORMATION , WHERE TO SEND ALL DOCUMENTS

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