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CANDIDATE PROFILE

Chief Financial Officer
Confidential Search
Dallas, Texas

Organization

A confidential Chief Financial Officer search for a premier private country club located in Dallas, Texas.

Position Summary

The Chief Financial Officer (CFO) position provides the leadership, management and vision necessary to ensure the community 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 community.

Responsibilities

- Evaluates existing Accounting Department personnel structure and assists with hiring, training, performance coaching and disciplining department employees within approved 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 promptly. Issues monthly financial statements for operating funds and reserve funds and other supporting schedules including a written analysis and projection of results on time.
- Prepares operating, reserve and capital budgets, working with the COO and department heads to revise and adhere to budgetary guidelines.
- Processes fines and delinquent accounts and oversees collections.
- Works with the Treasurer, volunteer Finance Committee and COO in the preparation of the yearly budget for The Club and maintains physical fixed asset inventory of all The Club's assets.

- Works with the auditor and volunteer Audit Committee on the annual income tax return and GAAP audit.
- Oversees treasury, insurance and planning.
- Oversees daily processing and reconciliation of general ledger accounts in a timely manner. Reconciles approximately 20+ bank accounts.
- Is responsible for documenting and ensuring compliance with internal control procedures.
- Ensures that all support and service is conducted and fulfilled in a manner consistent with the standards, goals and objectives of the Treasurer and COO.
- Assists in preparation of Policies and Procedures Manual for the company. Monitors all departments for compliance with Accounting Policies and Procedures.
- Monitors internal control procedures and recommends system changes where necessary. Provides accounting support to operators of software systems.
- Reconciles A/R and A/P ledgers and deferred revenue schedules.
- Prepares and posts month-end standard and adjusting journal entries.
- Coordinates fixed asset inventory control for all departments.
- Maintains organized storage of accounting records.
- Performs annual tax planning. Identifies and reports potential issues to the Board and COO.
- Assists in overseeing the IT needs.
- Attends all committee meetings and Board meetings as directed, providing requested reports and presentations as required.
- Assist in the maintenance and preparation of the five-year Reserve Study; annually review reserve study for unanticipated events and funding.
- Perform other duties and projects as required by the COO.

Requirements

- Bachelor’s degree in Accounting, Finance or Business Administration from a four-year college or university is required. 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.
- Ability to differentiate GAAP, NRS 116 (state law) and IRS rules in applying accounting principles and recommending policies.
- CPA preferred, but not required.
- 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 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 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 residents and associates.

- Has a high degree of accuracy and attention to detail.
- Has excellent verbal and written communication skills. 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 COO and Board decisions and directives; able to use discretion regarding sensitive and/or confidential company information.

Competitive Compensation & Benefits

- A base salary with annual merit increases
- Professional development programs
- Individual Health, Dental and Vision insurance; family plan available
- Employee Assistance Program (EAP) included
- Voluntary Insurance such as Short Term Disability, Accident, and Critical Illness available. Flexible Spending Account (FSA).
- 401k plan with employer match
- Relocation assistance provided

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



Robert Jones
President
rjones@ethosclubandleisure.com



Tara Osborne
Principal
tara@gsiexecutivesearch.com
512-965-5643

GSI Executive Search has been serving the private club industry for over twenty-five years, providing a wide range of executive search and placement services. In addition to GM searches that have been

performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.