

CANDIDATE PROFILE

Chief Financial Officer
Sun City Anthem Community Association
Henderson, Nevada

www.sca-hoa.org

Video Profile Feature



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Anthem
SUN CITY

Organization

Sun City Anthem (SCA) is a vibrant 55+ retirement community. Located in Henderson, Nevada, SCA is the state's second-largest Common Interest Community(HOA). The beautiful and expansive community with incredible views of the Las Vegas Valley covers 3,500 acres with 7,144 homes and is rated among the top ten luxury active-adult communities in America. SCA has about 12,500 residents.

Amenities and facilities include three clubhouses with 130,000 square feet of indoor recreational area, 3 indoor swimming pools, 2 outdoor pools, 11 tennis courts, 20 pickleball courts, 7 bocce courts, 300 seat theater, fitness centers, woodshop, ceramic, glass and sewing rooms, a computer lab, billiards room, restaurant, catering, a grand ballroom, and a privately-owned day spa.

The community is governed by a seven-member volunteer Board of Directors that typically serve two-year terms. The total budget is approximately \$10 million, and the reserves total \$14 million. The primary assessment is \$1,740 per rooftop per year, billed quarterly.

This position reports to the Chief Operating Officer(COO). Senior staff also interact with the Board of Directors, as needed.

SCA has 59 chartered resident social clubs and operates its own Community Patrol, Neighborhood Watch, and Emergency Preparedness Service Committees. Residents have access to two large commercial centers and grocery stores with restaurants, financial institutions, pharmacies, veterinarian and pet store services, as well as two independently owned and operated 18-hole golf courses.

Position

The Chief Financial Officer (CFO) Position provides the leadership, the 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.

The CFO oversees a staff of six in payroll, A/P, and A/R.

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Overview

- 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 in a timely manner. Issues monthly financial statements for six operating funds and six reserve funds and other supporting schedules including a written analysis and projection of results in a timely manner. Maintains and evaluates the KPI “Dashboard” for the community, continually looking for ways to improve data collection and therefore operating efficiency and results.
- Accounting for non-traditional HOA activities such as shows, bus trips, a community monthly magazine, fitness classes, and the social clubs.
- Prepares operating, reserve, and capital budgets, working with the COO and department heads to revise and adhere to budgetary guidelines.
- Provide basic project management information for approximately \$3 million/year of reserve project spending.
- Processing of fines, delinquent accounts, and overseeing collections.
- Work with the Treasurer, volunteer Finance Committee, and COO in the preparation of the yearly budget for SCA.
- Working with the auditor and volunteer Audit Committee on the annual income tax return and GAAP audit.
- Treasury, insurance, and planning. Overseeing daily processing and reconciliation of general ledger accounts.
- Responsible for documenting and ensuring compliance with internal control procedures. Ensure that all support and service is conducted and fulfilled in a manner consistent with the standards, goals and objectives of the Treasurer, COO, and Sun City Community Association.

Essential Duties and Responsibilities include the following

- Assist in preparation of Policies and Procedures Manual for the company. Monitor all departments for compliance with Accounting Policies and Procedures.

- Monitor internal control procedures and recommend system changes where necessary. Provide accounting support to operators of software systems.
- Reconcile A/R and A/P ledgers and deferred revenue schedules.
- Maintain and reconcile all general ledger accounts and other schedules in a timely manner. Reconcile approximately 20+ bank accounts.
- Prepare and post month-end standard and adjusting journal entries. Maintain accounting control files.
- Coordinate fixed asset inventory control for all departments. Ensures compliance with fixed asset inventory control procedures. Maintain the physical fixed asset inventory of all SCA assets.
- Maintain organized storage of accounting records.
- Perform annual tax planning. Identify and report potential issues to the Board and COO. Assist in overseeing the IT needs.
- Attend 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.
- Work with collection agencies on delinquent accounts over 60 days, providing information necessary for lien or foreclosure.
- Work with escrow companies to provide member re-sales documentation. Custodian of accounting safe and petty cash.
- Perform other duties and projects as required by the COO. Work with each of the 59 social Club Treasurers as needed.

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, preferably Homeowner Association experience or in the hospitality industry.
- Ability to differentiate GAAP, NRS 116 (state law) and IRS rules in applying accounting principles and recommending policies.
- Strong knowledge in HOA reserve studies. 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 and Benefits

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

- A base salary with annual merit increases up to 3%.
- Individual health insurance, dental, vision. Family plan available.
- Employer paid Long Term Disability and 25K Group Term Life Insurance included with up to 400k buy up 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 of up to 4%.
- Relocation assistance provided. Professional development program.


Professionals who meet or exceed the established criteria are encouraged to contact:



Scott McNett

SENIOR PRINCIPAL

 Scott@gsiexecutivesearch.com

 314-854-1321

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.