

CANDIDATE PROFILE

Chief Financial Officer
Worthington Country Club
13550 Worthington Way
Bonita Springs, FL 34135
www.worthingtoncc.net

Video Profile Feature



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Organization

Worthington Country Club was established in 1991, turned over to the members in 1994, and consists of 799 homes. Worthington Country Club is a member-owned, bundled community located in Bonita Springs, FL. It is conveniently located to SW Florida Airport as well as the beautiful Gulf of Mexico beaches. The Club supports an active Florida lifestyle and features a well-maintained and diverse collection of neighborhoods with the centerpiece being the recently renovated Ron Garl designed golf course. The course offers both playability and challenge for players of all abilities.

There are five Har Tru tennis courts and a well-appointed Activity Center, which includes complete exercise and workout areas. Club Members enjoy both casual and fine dining in the beautiful clubhouse and casual dining is also available in the outdoor cabana. Worthington has a vast and varied calendar of activities in all areas of the club, including dancing, hobbies, and water aerobics in the swimming pool. The Club uses Jonas as the accounting system.

Position Summary

The position of Chief Financial Officer is a management level position that will guide and direct the financial operations of the Association and is responsible for all aspects of accounting, ensuring the Club is in accordance with accepted accounting principles. The Chief Financial Officer is responsible for the Association's financial plans and policies, its accounting processes and policies, the maintenance of systems of internal controls, preparation of monthly financial reporting packages, budget controls and procedures, forecasting, analysis of departmental revenue and costs, control over fixed assets and annual maintenance and update of the Associations Replacement Reserve Schedule. The Chief Financial Officer is also responsible for all the Association's banking relationships including short-term investments and lending. The Chief Financial Officer will report directly to the General Manager and directly interface with the Finance Chair and Department heads in fulfilling his/her responsibilities.

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Tasks/Duties/Responsibilities

- Maintains, coordinates, and reviews all accounting activities to ensure all financial transactions are properly recorded and reconciled. This includes but is not limited to accounts payable, accounts receivable, general ledger, trial balance, journal entries, bank reconciliations, payroll, accrued expenses, and fixed assets.
- Oversees member billing and collections.
- Cash Management - ensures that excess cash is invested timely in accordance with the Association's financial policies.
- Conducts timely and accurate preparation of monthly financial statements and reporting packages which includes detailed department analysis and explanation of budget variances. Prepares reforecast of operating budget for remainder of the year.
- Reports to the Finance Committee and Master Board monthly as to the financial status of the Club.
- Monitors and reconciles financial activities of special projects and prepares reports as necessary.
- Work with General Manager and Department Managers to develop and manage operating and capital budgets.
- Maintain and annually update Replacement Reserve Schedule, including calculation of minimum funding requirements. Review and update fixed asset records because of this review.
- Oversee payroll process including review of payroll register for exceptions.
- Review and approve check package. Review cash disbursements register for unusual payments.
- Review monthly accrued expense analysis.
- Coordinates with the Association's External Auditors in arranging and coordinating annual audit.
- Responsible for compliance and filings with all federal, state, local taxing authorities.
- Assists General Manager in negotiation, adequacy, and maintenance of the Association's insurance policies.
- Oversees departmental monthly inventories.
- Actively interfaces with Golf, Golf Course Maintenance, and Food and Beverage Managers providing financial analysis and data to support the operations.
- Performs other duties as requested by the General Manager.
- Recommends enhancements to processes and financial policies, as appropriate.
- Hires, trains Accounting Department employees.
- Provides timely performance feedback to employees including written performance appraisals, and as needed initiates coaching/counseling actions.
- Responsible for overseeing and complying with record retention policies.

Other responsibilities include:

- Ensuring that company policies are carried out or complied with.
- Assisting other departments in forecasting and financial needs.
- Accelerating cash receipts and controlling disbursements.
- Overseeing bank balances, maintaining lines of credit and banking relationships.
- Recommending investment vehicles (and coordinating cash needs with investments).
- Establishing and maintaining credit and collection procedures.
- Controlling profit-sharing records.

- Evaluating and implementing computerized accounting systems.
- Complies with and promotes all organization policies and procedures, including the Drug Free Workplace policy.
- Regular attendance is a requirement of this position.

Qualifications

- Bachelor's degree in Accounting/Finance or work experience equivalent.
- Minimum of 5-7 years experience in Club Accounting (3 as a Controller).
- Proficient in Excel, Word, Outlook, Power Point, Jonas Accounting and POS System.

Skills and Attributes

- Strong interpersonal skills including ability to communicate effectively, ability to listen and comprehend, ethical, assertive, problem solving, team player.
- Operate typical office equipment, such as copier, fax, scan, postage meter, phone system, etc.
- Organizational Skills - able to maintain documents in an orderly manner supporting timely retrieval of information.

Competitive Compensation & Benefits


- A base salary and performance bonus potential.
- Professional dues and education expenses with an emphasis on continuing education.
- 401k and Long-Term Disability.
- Standard club executive benefits include Health, Dental, Vision, and Life Insurance.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter and resume addressed to Ms. Carol Ann Carney, General Manager and Chief Operating Officer, Worthington Country Club to:



Ned Welch
PRINCIPAL

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