

Candidate Profile

Chief Financial Officer
Glen Eagle Golf and Country Club
Naples, Florida
www.gleneaglecountryclub.com



Organization

Centrally located just east of the heart of Naples, Glen Eagle Golf and Country Club provides an active, attractive, and friendly deeded golf community just east of downtown Naples and the beautiful gulf beaches and minutes away from Fifth Avenue South, Waterside Shops, and other attractions. Our community features 1,234 residences (924 golf and 310 social) around a beautifully designed Gordon Lewis 18-hole golf course complete with a clubhouse, four clay tennis courts, and bocce courts.

Glen Eagle members enjoy first-class golf, tennis and dining facilities staffed by friendly, caring professionals who are committed to maintaining the feel of a close-knit community surrounded by family and friends.

The Club has a full membership of 1,234 resident members and membership to the Club is mandatory within the community. The combined annual budget is \$7.3 million excluding reserves. The Club has annual Food and Beverage gross sales of \$1,216,000. Annual Golf Shop sales are \$151,000.

Position Description

The Chief Financial Officer (CFO) is the foundation of the Club's financial health and is the position that is relied upon by all parties including the COO, the management team, and the Board of Directors to assist in a successful operation. Maintaining accurate records is the base of this position's product, however timely and thoughtful analysis of financial results is key to making the proper impact on both short-term and long-term strategic decision making. The position also needs to balance time with managing the HR function of the Club, serving as the gatekeeper of confidential personal and wage data and facilitator of benefit negotiations and payroll processing.

Responsibilities and Essential Duties

- Cooperates with the General Manager/COO and is responsible in all administrative matters concerning his/her position as a club associate.
- Oversees member billing and/or other contractual accounts for their dues and charges and the enforcement of rules. Deals directly with members on billing questions and provides satisfactory resolution to financial disputes.
- Directs the development and recommends improvements (modules) to the accounting system (Jonas).
- Prepares budget policies, procedures, and best practices for the effective and efficient operation of the Club.
- Directs the preparation and presentation of the Club's budget and sees that the various Department Heads are advised and assisted as necessary in the preparation of their individual budgets. Works with Finance Committee on review and adjustment of proposed budgets to represent the membership's view.
- Analyzes and presents monthly to the various Department Heads regarding their department's variations between budgeted and actual results in both assets and operating accounts with suggested corrective actions. Reviews monthly results with Finance Committee and Treasurer explaining variances, answering questions, and making recommendations or suggesting corrective actions.

- Safeguards the Association accounts; reviews the recording entries in the accounts and makes adjustments/ corrections as needed, such that the financial statements are internally consistent.
- Directs and coordinates auditing activities and with the external audit firm chosen by the Board of Directors; discloses all unusual or apparent variations from authorized and accepted accounting standards to the external auditors.
- Prepares and submits the monthly Sales Tax Return to the Florida Department of Review; reviews, updates, and submits the annual Tangible Personal Property Tax Return to the Collier County Property Appraiser.
- Directs or participates in the taking of all physical inventories, verifies values, investigates variations between actual and recorded values, and brings variations to the attention of the appropriate department head.
- Coordinates the review and documentation of annual General Liability and other necessary insurance needs with the current broker (Gulfshore Insurance).
- Safeguards cash on hand and funds in the various bank accounts; sees that income is properly and correctly deposited; approves all vouchers for payment and supervises the drawing of all checks.
- Supervises the accounts receivable and preparation of lists of past due accounts; notifies the drawee of returned checks; reminds by mail or phone such delinquent accounts, and reports remaining delinquent accounts to the General Manager/COO.
- Approves the employment of new or replacement accounting personnel and training in their area of responsibility.
- Executes general responsibilities common to all executives in minimizing the costs of departmental operations and safeguarding the reputation of the Club.
- Manages cash requirements and communicates cash needs and shortfalls to the General Manager/COO.
- Communications throughout the year with the external audit firm such that the books and records are in good order when field work is performed.
- Trains associates on accounting functions and point of sale system as needed.
- Prepares payroll, serves as the liaison regarding timekeeping discrepancies. Serves as the liaison in the coordination of associate benefits.
- Completes other duties as assigned by the GM/COO.

Human Resources Job Tasks

- In charge of all aspects of human resources and benefits for the Club's employees, including working closely with the current professional employer organization (Decision HR) from processing the hiring documentation to terminations; the time-clock system Gatekeeper; and the medical and vision provider BKS Insurance.
- Decision HR: Ensure the hiring documentation is complete and legible and the department head has reviewed the DHR and Glen Eagle handbooks with their new employees.
- Providing department heads and employees with all HR forms such as direct deposit, 401-K, time off requests; change of address, and employee separation (termination) to name a few.
- Coordinate with Decision HR for the annual online benefits program and helping employees navigate the online system. Making sure all human resource forms are current especially the I-9 Form, (Employment Eligibility Verification) and W-4 (Withholding Certificate).
- Distribute the bi-weekly payroll to the managers and at year end the W-2s.
- Gatekeeper: Ensure the managers know how to use and update the time-clock system for their employees and payroll processing.
- BKS Insurance: Work closely with the current medical and vision provider on the annual renewal options with the GM/COO. Coordinate with BKS and department heads for the best possible date and time for the annual open enrollment meeting. Review and process all enrollment forms - distributing to both BKS and Decision HR (employee deductions)
- Informs appropriate parties of employee additions and terminations.
- Interacts with general manager and department heads to investigate employee violations of club policies, recommend corrective actions.
- Interacts with Club's attorney relative to personnel legal issues.

Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Communication, Mathematical and Reasoning Skills

The ideal candidate must have the ability to:

- Read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Write succinct and understandable reports, emails, and other correspondence.
- Communicate effectively and cordially to all members, fellow managers, and employees.
- Perform comprehensive and complex accounting and math computations.
- Apply common sense and understanding to carry out instructions furnished in written, oral or diagram form.
- Organize and prioritize assigned projects.

Work Environment

The work environment is indoors in a temperature-controlled room. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the associate regularly works indoors.

Additional

- Reports to General Manager / Chief Operating Officer
- May supervise other Club accounting staff
- Professional Affiliation - Hospitality Financial and Technology Professionals, Florida Gulf Coast Chapter, or similar professional organizations

Education and Experience Requirements

- Four-year college degree in accounting or business management and computers
- A minimum of 5 years of club financial leadership experience
- High-level proficiency in MS Office applications
- Certified Public Accountant (CPA) preferred
- Proficiency in Jonas Club Management software preferred
- Ability to interact professionally and maintain effective and positive working relationships with superiors, coworkers, and members
- Requires a good sense of member experience service
- Possess or ability to obtain a Florida CAM license within six months

Compensation and Benefits

- Salary commensurate with experience
- Medical, dental, vision, life, short and long-term disability
- 401-k safe harbor program
- Education and travel budget

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

GSI Executive Search
Ned Welc, Principal
ned@gsiexecutivesearch.com
(440) 796-7922