gsi EXECUTIVE SEARCH
EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

Candidate Profile

Director of Finance
Stock Farm Club
Hamilton, MT
www.stockfarm.com

STOCK FARM CLUB

Organization

The Stock Farm Club, located above the city of Hamilton in Western Montana, is a masterpiece that evolved from the vision of Charles Schwab and his passion for golf, shooting and fly-fishing. Golf Course architect and designer, Tom Fazio, calls Stock Farm Club "The Augusta of the West." Western Montana is between Yellowstone and Glacier national parks and offers the best of Montana. Visitors enjoy this vast region of mountains, waterways, wildlife, hot springs, and ghost towns. The members and staff have embraced the sporting life and all it affords in this magical area.

The Stock Farm Club, which celebrated its 20th anniversary in 2019, boasts one of the longest outdoor seasons in Montana, with golf available to play from April through November. Some of the country's best skiing is easily accessible in all directions from the Club. World-class fly-fishing throughout the Bitterroot Valley and Montana make this a destination spot for all levels of anglers. A guided trip down the Bitterroot River promises unforgettable memories.

The Club has an array of activies for its members including golfing, fly-fishing, horseback riding, or shooting sporting clays. Other amenities include spa treatments, a fitness center, lap pool, kids' pool, tennis, and hiking. The Club also has well appointed overnight accommodatoisn for its members and guests.

In 1999, the Stock Farm Club opened eighteen holes of championship golf designed by renowned architect Tom Fazio. Surrounded by stunning views, the course meanders through the foothills of the Sapphire Mountains, giving golfers privacy and breathtaking scenery on nearly every hole. Six sets of tee markers provide options for golfers of all skill levels, with the Championship tees measuring 7,230 yards.

Club members have multiple options for Food and Beverage including the spacious Montana Dining Room, the Back Patio overlooking the spectacular Bitterroot Mountain range, or an intimate dinner in the Wine Room. The Daly Bar is a great place to go for a cocktail, or enjoy a meal al fresco at the Poolside Grille.

Position Overview

The Director of Finance position provides the leadership, management, and vision necessary to ensure the Stock Farm Club 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 Club. The DOF should work closely with the General Manager and the Management Team and perform specific tasks as requested by the GM.

The position directly reports to the GM and will supervise accounting staff and outsourced IT. The chosen individual will serve as a true strategic partner who will be instrumental in taking The Stock Farm to the next level of financial stability and success and will help support the Club's current and future vision in conjunction with the strategic plan.

The successful applicant will have an affinity for smaller towns, a rustic living environment that offers a multitude of outdoor experiences on a year round basis.

Attributes and Responsibilities

- Responsible for the preparation of all accounting reconciliations and the timely preparation and review of general ledger, trial balance, and preliminary financial statements.
- Prepares monthly Board Financial Packets.
- Monitor multiple operating, reserve, and capital bank accounts.
- Review and approve the reconciliation of all banking items.
- Monitor, update, and transfer appropriate funds to maintain integrity of accounts.
- Review daily bank balances and advise on cash flow issues and review all cash disbursements.
- Review accounts receivable and assists as needed past due account collection procedures.
- Review interim and year-end audit preparation.
- Advise the GM and Treasurer if a material weakness could arise during the annual audit.
- Prepare audit papers as required for outside auditors. Review audit for accuracy and make recommendations to the auditors before the final report is issued.
- Ensure compliance with internal control policies; recommend improvements to existing processes and procedures.
- Review the preparation of applicable federal, state, and local tax returns from the outside accounting firm and appropriate for dissemination to the GM and the Board.
- Ensure that all financial reports are submitted accurately and in a timely manner.
- Assist with the annual budget and development process, specifically working with the department heads to prepare preliminary operating and capital budgets and reports.
- Prepare working papers of operating, reserve, and capital budgets, working with the GM and department heads to revise and adhere to budgetary guidelines.
- Prepare G&A departmental budgets and payroll related items.
- Provide continuing support and education to the department heads on budget development and variance reporting.
- Participate in the selection of the Club's insurance policies and monitor property and casualty insurance policies to ensure that assets of the Club are protected.
- Communicate and coordinate financial activities with the Treasurer, Finance Committee, and the GM.
- Attend Finance Committee meetings, Board meetings and other committee meetings when invited to be available to answer any financial questions they may have.
- Maintain a relationship with the Club's financial institutions to manage all Club accounts.
- Ensure that the GM has all information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Conduct meetings with accounting staff and prepare reports for GM.
- Lead accounting staff to ensure timely and relevant communication and teamwork on projects.
- Communicate with co-workers, management, and external constituencies (members, vendors) in a courteous and professional manner.
- Abide by all Club polices and regulations; ensure appropriate implementation of GAAP, federal, and state regulations.
- Exhibit and maintain a respectful and professional demeanor to reflect a positive image of the Stock Farm Club.
- Perform other duties as assigned by the GM/Treasurer and Club President.
- Oversee the hiring, training, coaching of department employees within approved guidelines, and Club policies and in compliance with all governmental agencies.
- Make decisions according to established policies, procedures, and regulations and applies these to work problems.
- Ensure contracts and checks are signed and distributed properly.

Essential IT Duties & Responsibilities

- User training for accounting and Jonas system including ongoing support.
- Manage data processing and capital budgets. Approves all related invoices.
- Determine optimum software configurations for accounting workstations.

Requirements

- A minimum of five years' experience as the CFO (or similar lead finance executive) of a private golf, sporting, or country club of at least $10mm in revenue. A career in progressively larger finance roles.
- Experience performing and supervising accounting, financial reporting, financial planning, tax, and treasury.
- Experience with budget preparation, report preparation, and audit functions.
- Experience directing a small team.
- Experience directing external auditors.
- Proven ability to create, review, and interpret quantitative analysis and draw reasonable conclusions upon which to build a plan of action.
- Willingness to operate in a hands-on environment.
- Desire for 5+ year career at Stock Farm, willing to relocate to work in Hamilton MT
- Bachelor's or advanced degree in business, accounting or similar
- Knowledge of Jonas software system preferred.
- Strong presentation skills.
- Track record reflecting strong hiring practices and mentoring.
- Experience Supervising the leaders of IT, Legal or Human resources organization.
- Proficiency and experience in use of database and accounting application systems.

Competitive Compensation & Benefits

The club offers an attractive and competitive compensation and benefits package to include:

- 401(K)
- Health and Dental Insurance
- Relocation allowance subject to negotiation
- Vacation time per employee handbook
- Monthly cell phone allowance
- Ongoing education budget to be determined
- Yearly bonus plan

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

Terry Anglin CCM, CCE, ECM
terry@gsiexecutivesearch.com
901-550-9338