

CANDIDATE PROFILE

Chief Financial Officer

The Briar Club
Houston, TX



www.thebriarclub.com

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The Organization

Established in 1949, The Briar Club is a distinguished private club located in the heart of Houston, Texas. Originally founded as a family-oriented social club, The Briar Club has grown into one of the city's most respected and vibrant private clubs, offering an exceptional blend of tradition, hospitality and modern amenities. Nestled between River Oaks and the Galleria area, the Club serves as a welcoming retreat for members seeking connection, recreation and elevated experiences.

Throughout its history, The Briar Club has remained committed to fostering a warm, inclusive community. A major renovation and expansion in previous years further enhanced the member experience, adding state-of-the-art dining, wellness, aquatics and event spaces while preserving the Club's gracious character. Looking ahead, a \$35 million renovation is proposed for 2026. Today, The Briar Club stands as a forward-thinking organization, blending financial strength, operational excellence and a commitment to service that honors its legacy while embracing innovation for the future.

The Club features multiple dining venues, a modern fitness center, resort-style pools, dedicated youth spaces and beautifully appointed event facilities. Beyond the amenities, The Briar Club is defined by its vibrant culture that is centered on hospitality, genuine relationships and multigenerational connection. The Club prides itself on delivering high-touch service with a personal feel, creating a sense of home for its diverse and engaged membership.

BY THE NUMBERS

- Annual Revenues: \$22M
- F&B Annual Revenues: \$8M
- Initiation Fee: \$50,000
- Annual Dues: \$8.4M
- Memberships: 1,400
- Food Cost Percentage: 42%

- A la Carte vs. Outside Banquet: 50/50
- Employees: 160 Full-time, 75 Part-time, 75 Seasonal
- Club POS and Accounting Systems: Club Essential/ClubSoft
- Proposing a \$35M project to the membership to begin end of 2026
- Accounting office has 4 employees (payroll, acct receivable, acct payable and controller)

Position Overview

The Chief Financial Officer (CFO) is a key member of the senior leadership team, responsible for the financial strategy and overall financial health of The Briar Club. This role provides strategic leadership and coordination of all financial planning, accounting, budgeting and debt management functions. The CFO ensures all practices conform to generally accepted accounting principles (GAAP) and maintains robust internal controls. Additionally, the CFO oversees the Club's information technology functions, including hardware, software and audio/visual systems.

The CFO reports directly to the General Manager/COO and works closely with the Board of Governors, the Finance Committee and other stakeholders. This leader is expected to bring a respectful, collaborative and ethical approach to leadership while serving as a strategic thought partner across departments.

Responsibilities

FINANCIAL STRATEGY & LEADERSHIP

- Serve as a strategic advisor to the General Manager/COO and Board of Governors on all financial matters.
- Lead the development and implementation of financial strategies that support the Club's long-term goals and sustainability.
- Oversee short- and long-term financial forecasting, including scenario modeling and sensitivity analysis.
- Ensure financial decisions align with the Club's mission, values and member-first philosophy.
- Attend monthly Finance Committee and Board of Governors meetings and contribute critical insights on financial positioning.

BUDGETING & FINANCIAL PLANNING

- Direct the annual operating and capital budgeting processes in collaboration with the GM/COO and department heads.
- Lead the preparation and presentation of budgets to the Finance Committee and Board, including detailed projections and justifications.
- Monitor budget performance throughout the year, identifying and communicating variances and course-correction strategies.
- Provide project-based financial analysis for capital expenditures and improvements.

ACCOUNTING & FINANCIAL OPERATIONS

- Ensure the timely and accurate preparation of monthly financial statements and reports.
- Maintain best-in-class accounting practices in compliance with GAAP and internal control standards.
- Reconcile all balance sheet accounts monthly.
- Oversee the external audit process and preparation of the Club's audited financial statements.
- Manage all Club tax filings and ensure ongoing preservation of the Club's tax-exempt status.
- Track and report all unrelated business income and ensure compliance with IRS regulations.

INTERNAL CONTROLS & RISK MANAGEMENT

- Develop, document and monitor internal control systems to protect Club assets and maintain financial integrity.
- Oversee all banking relationships, cash flow planning and debt management strategies.
- Lead the Club's business insurance and risk management programs, including claims administration and annual renewals.
- Collaborate with Human Resources and external advisors on benefits administration, including 401(k) testing and compliance.

TECHNOLOGY & SYSTEMS OVERSIGHT

- Oversee all Club information technology functions, including hardware, software, data security and audio/visual infrastructure.
- Supervise the Director of Technology and ensure continuous improvement of IT capabilities to meet evolving member and operational needs.
- Evaluate and implement financial and operational systems that enhance reporting, efficiency and transparency.

TEAM LEADERSHIP & COLLABORATION

- Direct and develop the Finance & Accounting team (four staff including payroll).
- Provide mentorship, training and performance coaching to team members, fostering a high-performance culture.
- Ensure collaboration and communication across departments by supporting senior staff with timely financial data and insights.
- Contribute to a positive, ethical and service-driven leadership culture in alignment with The Briar Club's values.

MEMBER & COMMUNITY ENGAGEMENT

- Communicate the Club's financial condition and outlook through articles, reports and presentations.
- Partner with legal counsel, auditors and outside vendors to ensure sound operations and regulatory compliance.
- Support the GM/COO in strategic initiatives, including member communications, capital campaigns and long-range planning.

Skills, Background & Personality

- Demonstrated ability to lead and develop high-performing teams with a collaborative and mentoring leadership style.
- Proven experience with financial modeling, strategic planning and capital project financing.
- Technologically fluent, with the ability to leverage systems and software for efficiency and decision-making.
- Exceptional interpersonal, verbal and written communication skills.
- High personal and professional integrity, discretion and sound judgment.
- Experience working with volunteer boards and committees in a member-owned club or nonprofit environment is highly desirable.

Qualifications

- Bachelor's degree in Accounting, Finance or Business Administration required; Master's degree or MBA preferred.
- Certified Hospitality Accounting Executive (CHAE) desirable; CPA preferred.
- Minimum 10 years of progressive financial leadership experience, ideally in the private club, hospitality, or nonprofit sectors.

Competitive Compensation

Salary is commensurate with qualifications and experience. The Briar Club offers an excellent benefits package including:

- Medical, dental, vision, life and disability insurance
- 401(k) retirement plan
- Continuing education opportunities
- Bonus potential

To be Considered

Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to:



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