

Candidate Profile

Director of Finance
The Oaks Club
Osprey, Florida
theoaksclub.com



Organization

The Oaks Club is a private, member-owned club on Florida's peaceful Sun Coast just south of downtown Sarasota. The Oaks Club is the embodiment of beauty and vitality on a pristine sanctuary where sugar sand beaches, nature preserves, and green-grass golf courses live perfectly together. Members from all over the United States and throughout the world reside in one of three gated neighborhoods and enjoy private golf, tennis, pickleball, fitness, wellness, and culinary amenities that would be the envy of any luxury resort. In addition, almost 1,000 members enjoy two championship golf courses designed by Arthur Hills and Fry/Straka, surrounded by beautifully landscaped grounds and an array of wildlife.

The Club is undergoing a \$10 million renovation of the kitchen and dining room to provide an attractive and inviting casual dining venue and additional outdoor dining in beautiful surroundings. The total revenue of the Club is \$15 million. Food and Beverage services and golf are available year-round with approximately 150 employees. Visit our website at www.theoaksclub.com to learn more about the experience at The Oaks Club.

Position Overview

An amazing opportunity exists for candidates with a successful track record of leadership and exceptional financial operations management in private clubs, non-profits, or high-end establishments in the hospitality industry. The Director of Finance will report directly to the General Manager/COO and lead the Club's finance, accounting, payroll, and IT functions. This position is responsible for all strategic matters relating to budget development and management, cash flow and forecasting analysis, cost-benefit analysis, internal controls, annual third-party audit, payroll, insurance and risk management, and tax compliance. The Director of Finance is an integral member of the Finance Committee and will serve as the administrative liaison to all department leaders by providing accurate and timely data to facilitate informed decisions. The chosen individual will serve as a true strategic partner who will be instrumental in taking The Oaks Club 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.

Responsibilities

- Know and support The Oaks Club S.P.I.R.I.T. Core Values.
- Recommend and implement policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records; develop, establish, and administer procedures and systems pertaining to financial matters. Responsible for the Club's internal controls and compliance.
- Prepare and/or supervise the preparation of monthly financial statements, including the Balance Sheet, Income Statement, Cash Flow, and Statement of Changes in Financial Condition for the Club, along with required supporting schedules and present to General Manager/COO, Finance Committee, and Board of Governors.

- Maintain all accounting records. Develop, analyze, and interpret statistical and accounting information.
- Manage the annual audit. Work with the Club's external auditors to assure that procedures are consistent with Club policies. Interact with the Club's external accounting firm and its auditors as necessary.
- Evaluate operating results for costs, revenues, budgets, policies of operation, and trend possibilities. Attend monthly Finance Committee and Board meetings and other committees as needed.
- Responsible for the development, implementation, and operation of all accounting and information systems support, for the administration, management, and maintenance of the equipment systems employed in the collection of information, and for the training and supervision of staff-related, but not limited, to the Administration department.
- Development, analysis, and interpretation of statistical and accounting information to appraise operating results in terms of performance against budget and other matters bearing on the organization's fiscal soundness and operating effectiveness.
- Establish major economic objectives and policies for the Club and prepares reports that outline the Club's financial position in the areas of income, expenses, and earnings based on past, present, and future operations.
- Coordinate and direct the preparation of the budget, business plan, and financial forecasts. Institutes and maintains other planning and control procedures and analyzes and reports variances. The Club performs in a fiscal year beginning January 1 of each year.
- Responsible for tax planning and compliance with all federal, state, local, payroll, and other applicable taxes.
- Work with the Controller to administer all employee benefits.
- Responsible for overseeing all financial tracking and execution of capital projects. Evaluate and recommend insurance coverage for protection against property losses and potential liabilities.
- Manage banking and debt relationships.
- Oversee the selection, training, supervision, and evaluation of the accounting staff. Attend monthly Finance Committee, Board of Governors, and other meetings as required. Oversee the Club's information technology system.

Requirements

- Bachelor's degree from a four-year college or university, with a concentration in accounting, finance, or business.
- Seven to ten years of professional finance/accounting experience with more than three years at a Controller level.
- CHAE or CPA preferred.
- Excellent management, leadership, analytical, and interpersonal skills.
- Experience in systems integration, flowcharting, documentation, and key control analysis required.
- Experience overseeing the information technology operation and electronic data transfer between systems. Currently, the Club uses the Jonas Business Platform.
- Strong communication skills, both written and oral.
- Knowledge and understanding of retirement and benefit plans.
- Experience in the Hospitality or Private Club industry preferred -- ideally with mandatory membership.

Competitive Compensation & Benefits

- Compensation will be competitive and commensurate with experience and will include other standard benefits offered to management team members.

To be considered for this opportunity all cover letters and resumes should be received by August 12, 2022. Professionals who meet or exceed the established criteria are encouraged to contact GSI Executive Search:

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