



## Candidate Profile

Chief Financial Officer  
The TwinEagles Club  
Naples, FL  
[www.thetwineaglesclub.com](http://www.thetwineaglesclub.com)



### Organization

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As one of the premier clubs in southwest Florida, The TwinEagles Club is a unique, private, member-owned country club community featuring 36 holes of championship golf set amongst 1,115 acres of captivating, natural landscape, shared with abundant wildlife. The Club is home to just over 700 residences ranging from estates to coach homes. TwinEagles' low-density of 300 Golf Memberships per course and 10-minute tee times permits unrivaled access to its two award-winning championship courses.

The TwinEagles Club has a diverse and engaged membership, an expansive social calendar and world-class amenities, creating an exhilarating and elevated lifestyle for its members. TwinEagles provides innovative dining options sourcing the finest and freshest ingredients serving the Clubhouse Dining Room, The Veranda overlooks, and The Tiki outdoor bar. TwinEagles also features two Har-Tru tennis courts, a resort-style swimming pool, and state-of-the-art fitness center.

In 2020, the membership overwhelmingly approved Phase One of an ambitious Master Plan anchored by a complete reimagining of the Scottish Manor Clubhouse and a full renovation of the Talon course by the legendary Nicklaus Design Group. The Clubhouse is currently on schedule to open in March 2023. The Master Plan ensures that TwinEagles will continue to be one of the most desirable golf and country club communities in southwest Florida.

TwinEagles by the numbers:

- 717 members
- \$15 million total revenue (includes \$9.5 million in dues)
- 36 holes of golf with 68,000 annual golf rounds
- 170 in-season employees
- Annual initiation fees of \$2.5 million
- \$2 million annual capital reserves

### Position Summary

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The Chief Financial Officer (CFO) is a full-time, exempt employee of the TwinEagles Club, reporting directly to the General Manager/COO (GM) and working in partnership with other Club Directors and employees. The CFO will lead the Club's accounting, administrative, and information technology functions. The CFO has direct responsibility for the financial operations of the Club, including accounts payable, accounts receivable, fixed assets, general ledger, cash flow analysis, internal controls, audit, budget development, payroll, treasury and debt management, operational performance and KPI reporting, operational and strategic dashboard reporting, and peer club benchmarking, to assist TwinEagles in achieving its financial, operational, and strategic objectives.

### Responsibilities

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- Overall management of the accounting, administrative, and information technology functions of the Club.

- Maintains continuous lines of communication, keeping the GM informed of all critical issues.
- Assists with high-level decisions on Club policies and strategies.
- Develops and administers policies and procedures to control and coordinate accounting, auditing, budgets, taxes, and related activities and systems pertaining to financial matters.
- Directs the preparation and presentation of the Club's budget in collaboration with the various department leaders, committees, and the GM.
- Directs the preparation of all financial statements, including but not limited to income statements, balance sheets, tax returns, and government agency reports.
- Directs or participates in the taking of all physical inventories; verifies values; investigates variations between actual and recorded values; calls such variations to the attention of the appropriate department leader.
- Develops, analyzes, and interprets statistical and financial information; evaluates operational performance for cost control, revenue maximization, trends, and efficiency opportunities; proposes corrective action to ensure that budget and performance goals are met.
- Provides analytical support to the management team, including the development of internal management reporting capabilities.
- Leads management reporting, including KPIs, dashboards, business trends, budget vs. actual and forecast, and peer club benchmarking.
- Works with the Club's external auditors to assure that procedures are consistent with Club policies.
- Prepares and/or supervises preparation of applicable federal, state, and local tax returns.
- Maintains fixed Asset ledgers and prepares depreciation schedules for monthly entries.
- Reconciles monthly ledgers including bank, receivables, payables, and all other accounts.
- Formulates, receives, and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, the compilation of statistics, and office methods and procedures.
- Assists with identifying and monitoring strategic planning initiatives and develops dashboard reporting mechanisms to continuously track and benchmark progress.
- Communicates and coordinates financial activities with the Board, Treasurer and Finance Committee, and/or committee chairs. Is a key presenter and communicator of financial outcomes and projections in these meetings.
- Attends Board meetings, Finance Committee meetings, and other committee meetings as required.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and procedures are satisfactorily and consistently followed.
- Participates in the selection and negotiation of the Club's insurance policies, monitors property and casualty policies to protect Club assets and ensures proper record keeping is maintained.
- Participates in the selection and negotiation of employee benefits, including group health and 401(k) programs.
- Monitors and implements best practices for HR strategies, functions, and initiatives, including administering the Club's 401(k) program.
- Develops goals and strategies to incorporate advancements in information technology and monitors existing infrastructure and systems to ensure effectiveness.
- Directs all IT-related projects.
- Oversees legal issues/cases, including personnel, worker's compensation, and general liability.
- Ensures that all accounting and administrative employees adhere to the roles and responsibilities associated with their positions.
- Collaborates with the Director of Membership, ensuring all legal membership documents are completed accurately and forwarded to the Club's attorney for filing in a timely manner for new members.
- Performs other duties as assigned by the GM.
- Directly supervises the Director of Human Resources, Controller, and Assistant Controller.

## Requirements

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The following competencies strongly contribute to the success of an individual in this position:

- Integrity/Honesty/Ethics
- Interpersonal Skills
- Oral Communication
- Personal Credibility/Responsibility/Accountability

- Results Oriented
- Strategic Focus/Strategic Innovation
- Written Communication
- Decision Making and Decisiveness
- Customer Focus/Customer Service Orientation

The following leadership core competencies strongly contribute to the success of the leader in this position:

- Conflict Management
- Developing Others/Mentorship
- Effective Communicator
- Financial Management
- Relationship Building and Stakeholder Relations
- Team Leadership
- Vision

## Responsibilities

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- Bachelor's degree from a four-year college or university in accounting and at least 5 to 7 years of professional accounting experience with at least three of those years at the CFO/Controller level or equivalent experience in country club operations and or the like.
- Strong oral, written and interpersonal communication skills.
- Strong organizational skills, attention to detail, and ability to multi-task.
- Jonas' software experience preferred.
- Intermediate proficiency in Microsoft Excel, PowerPoint, and Word.
- Prior Country Club experience required.
- Prior experience with Club renovations/construction preferred.
- Must be comfortable in a fast paced, ever-changing environment and have a strong desire to build systems and procedures while understanding the flexibility needed in a transition and building period
- Must exhibit a "can-do" attitude to productively solve problems. Develop and propose solutions to problems that occur.
- Must be a proven collaborator, diplomatic, supportive, well-respected, and contributing team member.
- Must be a relationship builder.
- Strong knowledge of the Club's local market area.
- Must have a professional demeanor, a gracious attitude, and a demonstrated ability to establish and maintain effective working relationships with all departments, team members, current and prospective members, and business partners.
- Overtime will be required.
- While performing duties of this class, the CFO is regularly required to work on multiple concurrent tasks with constant interruptions, read and interpret documents and information. Use oral communication skills; interact with TwinEagles staff, membership, the general public, and others encountered in the course of work, some of who will be dissatisfied and/or angry individuals.
- The CFO will be required to be member-facing at all times.
- The CFO is regularly required to stand and/or sit for long hours.
- The TwinEagles Club Inc. is a drug/tobacco-free workplace. Pre/employment drug testing required.
- All candidates will be subject to a full background check.

## Competitive Compensation & Benefits

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- 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 to 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 Mr. Doug Brown, General Manager, The TwinEagles Club.

GSI Executive Search

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440-796-7922

This position is available immediately.