



EXECUTIVE SEARCH

EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

Candidate Profile

Controller
Vicmead Hunt Club
Wilmington, DE 19807
www.vicmead.com



Organization

The Vicmead Hunt Club was founded in 1920 and incorporated in 1924 as a foxhunting club. Though the activity of foxhunting ceased long ago the club maintains the feel of an intimate country farmhouse surrounded by horses in an open pasture on acres of undeveloped scenic property. Located in Wilmington, Delaware in the community of Greenville, the club is a short 45-minute ride to Philadelphia.

VISION STATEMENT

Vicmead Hunt Club is an intimate and highly sought-after private club, enriching the lives of its members by providing outstanding sporting programs, exceptional casual dining, and timeless family experiences and social interactions in a bucolic country atmosphere.

In 1977, the Vicmead Club merged with Bidermann, a golf course designed by Dick Wilson, ranked #1 private course by Golf Week in 2022 and ranked #4 best in state by Golf Digest in 2002. The Vicmead Hunt Club serves as a full-service country club and Bidermann as a full-service 18-hole championship golf course with practice facilities, a golf shop, and unique locker room facilities.

On its two campuses, Vicmead Hunt Club and Bidermann Golf Course, the Club offers a vibrant array of activities including tennis, squash, paddle tennis, pickleball, golf, swimming, dining, and a full calendar of member social events in this unique ambiance. The two campuses are situated 3 miles apart from one another, each with its dining facility and the ability to provide on and off-premise catering for special events including weddings, golf outings, and milestone celebrations.

The Vicmead campus is the heart of this casual family-friendly Club. Here members of all ages gather for relaxed poolside dining in the summer and cozy fireside meals in the winter. Vicmead and Bidermann's country casual atmosphere and understated elegance make for one of the most unique Club experiences in the entire Mid-Atlantic region. The Club has an incredible culture that values both its members and staff and the commitment to exceeding member expectations. The Club prides itself on people feeling comfortable with each other and respecting one another and staff.

The Club's gross dollar volume exceeds \$5m, with annual dues of \$3.8m and annual Food and Beverage volume exceeding \$1.2m, and gross dollar payroll for the Club is \$3.2m. Membership consists of approximately 450 families in all membership categories. The average age of the membership is 55.

Please control click below for a short video.

[Vicmead Hunt Club Video](#)

Position Overview

The Controller is the foundation of the Club's financial health and is the position that is relied upon by all parties including the General Manager, the management team, and the Board of Governors to assist in a successful operation. Maintaining accurate records is the basis 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 successful Controller will be an energetic, forward-thinking, and creative individual with high ethical standards. The Controller is discreet and behaves with a high degree of professionalism with a thorough understanding of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles.

Other competencies include:

- Strong management skills include planning, setting priorities, decision making, facilitating, process improvement, providing regular performance feedback, developing employee skills, and encouraging employee growth. Ability to use effective problem-solving skills and make independent decisions when circumstances warrant, and exhibit sound and accurate judgment.
- Ability to establish and maintain effective working relationships with all staff. Teamwork is the foundation of the Club's success.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and oral communication skills. Must be able to communicate policies, procedures, regulations, reports, etc. to staff, members and guests.
- Must be able to follow instructions, respond to management direction, and solicit feedback to improve performance. Must be detail-oriented, able to prioritize, multi-task, plan work activities, and use time effectively.
- Must have an excellent knowledge of technology. Has the skills and abilities to use Word, Excel, Jonas, Outlook, the internet, and PowerPoint. Knowledge of automated financial and accounting reporting systems.
- Must be able to work normal business hours and be available to work certain nights, and weekends, for special club events or committee meetings

Attributes and Responsibilities

- Directs Financial operations of the Club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information. Evaluate operating results in terms of costs, budgets, policies of operation, trends, and increased profit possibilities.
- Prepares monthly trial balance and resulting financial statements for the Club along with required supporting schedules and other data necessary for financial reports and records.
- Formulates, receives, and recommends policy proposals for approval relating to accounting, auditing, budget and cost control, preparation and payment of the payroll, tax matters, a compilation of statistics, and office methods and procedures when approved.
- Manages and conducts internal auditing programs to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares capital and operating budgets and financial forecasts in coordination with the various Committees, departments, and General Manager. Analyzes financial information monitors budgeted versus actual expenditures and advises management about variances and their potential causes.
- Supports annual financial audit as the primary point of contact to external auditors.
- Prepares and verifies financial reports made to agencies and trade and professional organizations for which dissemination is consistent with Club policies.
- Directs, participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc.; Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
- Verifies that all insurance records for Club property are maintained. Manages claims with a third-party broker. In conjunction with General Manager, reviews leases for golf course, stables, tenant houses, and fitness agreement.
- Informs and advises other department heads regarding the financial aspects of their areas.
- Follows all standards required by all applicable federal, state, and/or other laws and regulations. Prepares

- and supervises the preparation of applicable federal, state, and local tax returns.
- Coordinates closely with the Club's Treasurer through regular meetings and reporting. Prepares accounting reports as necessary and appropriate for dissemination to the Board of Governors, Executive, and other Club Committees.
- Administers the Club's 401K plan, basic human resource duties including employee benefits programs, and files annual 5500, 990-T and other related filings.

Requirements

- Bachelor's Degree in Finance or a related field and experience that provides the required finance, knowledge, skills, and abilities. A CPA would be viewed as a plus, but not required.
- Five-year minimum experience as a controller or similar position at a club or within a hospitality environment.
- Solid knowledge of GAAP and regulations
- A career path marked with stability and professional achievement.
- A person of exceptional character - motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.
- Proficiency in Jonas Club Management software is preferred but not required.
- The professional will be a lifelong learner continuing research and understanding industry trends.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, ADP, internet, and other software programs at a high level of proficiency.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

Competitive Compensation & Benefits

- Competitive compensation/salary and an annual performance bonus
- Great Healthcare, Medical, Dental, and Vision benefits
- Paid time off and work/life balance
- Participation in the Club's 401(k) plan with club match
- Professional dues, educational allowance expenses in accordance with the annual budget
- Relocation assistance (if from outside the area)

To be considered for this outstanding opportunity all cover letters and resumes should be received as quickly as possible but no later than November 4th, 2022. All information received will be kept in the strictest confidence.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to Rachel Leace, CCM General Manager outlining their qualifications, experience, interests, and why the Vicmead Hunt Club and the Wilmington area of Delaware will be beneficial for you, your family, and your career along with their resume to:

GSI Executive Search

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This position is available immediately.