



## Candidate Profile

Chief Financial Officer  
Wilderness Country Club  
Naples, Florida  
[www.wildernesscc.com](http://www.wildernesscc.com)



### Organization

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Centrally located in the heart of Naples, Florida, Wilderness Country Club provides a lush tropical paradise with an "Old Florida" charm just minutes away from Fifth Avenue South, waterside shops and Gulf of Mexico beaches. The golf course community features just 300 residences strategically placed around a classically designed Arthur Hills 18-hole golf course in an Audubon Cooperative Sanctuary complete with a clubhouse, tennis, bocce, and croquet facilities. As the closest residential country club to the beach and Old Naples, Wilderness Country Club provides the ultimate luxury and holds the distinction of being the first gated golf course community in Naples.

Wilderness Country Club members enjoy first-class golf, tennis and dining facilities staffed by friendly, caring professionals who are committed to maintaining the feel of a close-knit community surrounded by family and friends.

The club has a full membership of 300 resident members and membership to the club is mandatory within the community. The combined annual budget is \$9.6 million, which is split approximately even between the club and the community. The club has annual food and beverage gross sales of \$856,000. Annual golf shop sales are \$253,000.

### Position Description

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The Chief Financial Officer is the foundation of the club's financial health and is the position that is relied upon by all parties including the COO, the management team and the Board of Directors to assist in a successful operation. Maintaining accurate records is the base 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 position also needs to balance time with the accounting of the condominium association and managing the HR function of the club, serving as the gatekeeper of confidential personal and wage data and facilitator of benefit negotiations and payroll processing.

### Essential Duties and Resoonsibilites

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- Directs financial operations of the club and the condominium association.
- Fully supports the General Manager/COO and is responsible in all administrative matters concerning his/her position as a club and association CFO.
- Directs the development of, recommends and directs the operation of the overall system of accounting and budgeting policies, procedures, programs and practices necessary for the effective and efficient operation of the club and association.
- Directs the development of overall club and association statistical reporting systems and related policies and procedures to secure, define and present the accounting information and variations from desired performance that are necessary for efficient and effective management of the club and association,

or as may be required by law.

- Advises and guides within the framework of his/her delegated authority in the proper use of these accounting and statistical systems and their related procedures, programs and practices.
- Periodically reviews all accounting, budgeting, statistical reporting and record-keeping activities throughout the club and association. Recommends activities as may be necessary in order that these programs can be better utilized. Advises and guides departments as necessary in the application of these recommendations.
- Directs the preparation and presentation of the WCC and WCA budgets and sees that the various managers are advised and assisted as needed in the preparation of their individual budgets.
- Analyzes and presents monthly or more often if needed to the department managers, General Manager/COO, Finance Committee and Board of Directors regarding the variations between budgeted performance and actual results in both assets and operating accounts and suggests possible corrective actions.
- Safeguards the club and association book of accounts; sees that entries in these books are properly recorded, and that all financial statements issued are consistent with these books.
- Directs and coordinates as internal accounting and auditing activities with the other functions of the accounting office and with the independent public accountants chosen by the Board of Directors; discloses all unusual or apparent variations from authorized and accepted principles to these accountants.
- Sees that federal, state and local tax returns and license applications are promptly, properly and accurately prepared, and that every effort is made to minimize such charges by payment to benefit from all discounts offered, etc.
- Directs or participates in the taking of physical inventories; verifies values; investigates variations between actual and recorded values; and calls such variations to the attention of the appropriate Department Manager.
- Safeguards cash on hand and funds in the various bank accounts; sees that income is properly and correctly deposited.
- Supervises the accounts receivable and preparation of lists of past due accounts; notifies for NSF checks; reminds by mail, email or phone such delinquent accounts, and reports remaining delinquent accounts to the General Manager/COO.
- Approves the employment of new or replacement accounting personnel within the framework of the organizational chart and is responsible for their training.
- Executes the general responsibilities common to all executives in minimizing the costs of departmental operations and in the safeguarding of the reputation of the club and the association.
- Manages the cash requirements of the club and communicates cash needs and shortfalls to the General Manager/COO.
- Conducts relationships as necessary for the accomplishment of the independent annual audit; shares experiences fully and wholeheartedly aids their search for facts; accepts and acts in their suggestions for improved procedures.
- Prepares payroll, serves as the liaison regarding timekeeping discrepancies. Serves as the liaison in the coordination of health, 401(k), and employee benefits.

## Human Resource Job Tasks

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- Manages the club's personnel program for 75 employees; assists in the development and implementation of applicable policies and procedures.
- Ensures that new employees complete necessary employment forms and confirms that they are authorized to work in the United States.
- Conducts and reviews wage and benefit surveys; proposes employee benefit enhancements to the General Manager.
- Maintains employee, payroll and personal time off (PTO) records.
- Prepares employee payroll disbursements using department manager. approved information residing in Work Force Now, the ADP time and attendance module.
- Negotiates and administers employee benefits including health, life, dental and long-term disability insurance, 401(k) plan and workers' compensation; gathers information and assists the General Manager/COO in decision making for these areas.
- Informs appropriate parties of employee additions and terminations.
- Interacts with General Manager and department heads to investigate employee violations of club policies and recommend corrective actions.
- Interacts with the club's attorney relative to personnel legal issues.
- Maintains ADP payroll database and trains staff on the site's utilization.

## Additional

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- Reports to General Manager / Chief Operating Officer
- May supervise other club accounting staff
- Professional affiliation - Hospitality Financial and Technology Professionals, Florida Gulf Coast Chapter, or similar professional organizations

## Requirements

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- Four-year college degree in accounting or business management and computers
- A minimum of five years of club financial leadership experience
- High-level proficiency in Microsoft Office applications
- Proficiency in Jonas club management software preferred
- Ability to interact professionally and maintain effective and positive working relationships with superiors, coworkers and members
- Requires a good sense of member experience service
- Possess or have the ability to obtain a Florida CAM license within six months

## Compensation and Benefits

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- Salary commensurate with experience
- Annual performance bonus
- Medical, dental, vision, life, short and long-term disability
- 401(k) safe harbor program
- Education and travel budget

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

GSI Executive Search, Inc.

Ned Welc, CCM, CCE

Principal

440-796-7922

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