



CHIEF FINANCIAL OFFICER

An amazing opportunity exists to join Bay Colony Community Association, Inc., (BCCA) one of the finest communities in Naples, Florida as the Chief Financial Officer. Bay Colony is looking for a successful strategic financial leader to oversee all financial operations of the community and lead the accounting team while striving for excellence and fostering a positive work environment. The CFO should demonstrate leadership, ethical conduct and be able to work effectively with others.

ABOUT BAY COLONY COMMUNITY ASSOCIATION

Bay Colony Community Association is a private, gated community, situated on approximately 800 acres, located in Naples, Florida. The community has 941 homes, with eleven (11) luxury condominiums and five (5) neighborhoods. Six (6) of the condominiums sit on the Gulf of Mexico and one (1) of the neighborhoods is located at Bay Colony Golf Estates in Pelican Marsh.

Amenities and facilities include a 14,000 square foot elegantly casual Beach Club, complete with a pool, outdoor bar, and full-service beach. An Administration and Tennis Center that is currently undergoing a complete renovation and is scheduled to reopen at year end. The Tennis amenities include a pro shop and 6 Har Tru Courts.

The community has a twenty (20) member volunteer Board of Directors, with a six (6) member Executive Committee who is responsible for community governance. The total budget is approximately \$15M. The Association is financially sound and debt-free.

CHIEF FINANCIAL OFFICER POSITION OVERVIEW

The CFO oversees the financial operations of the community, reporting directly to the General Manager. The CFO will develop, establish, and administer procedures and systems pertaining to financial matters. The CFO is responsible for the preparation of financial statements, forecasts, fund accounting and analysis for all administrative and managerial functions. The CFO will maintain all accounting records; develop, analyze, and interpret statistical and accounting information, evaluate operating results for costs, revenues, budgets, policies of operation, trends, and increased profit possibilities. The CFO will be responsible for ensuring the timely completion of annual financial audits.

This role involves financial oversight of all departments in the association as well as a business model for all landscaping, pool, and hardscape services for the residents. The CFO will work closely with the General Manager, Treasurer, and Finance Committee, ensuring robust financial procedures and systems.

The CFO will attend and lead all Finance Committee meetings, attend all Board meetings and report on all financial aspects of the operation to the Board. The CFO will play a critical role in providing financial support and expertise including but not limited to developing budgets and recommending policy for all financial planning. The CFO will work closely with the General Manager and Executive Management team.

KNOWLEDGE AND SKILLS QUALIFICATIONS

- Excellent knowledge of finance, accounting, and financial management techniques.
- Proficient in analyzing, interpreting data, and preparing reports.
- Must have experience with Fund Accounting and experience in accounting for multiple entities.
- Has an “executive presence” and excellent presentation skills.
- Skilled in maintaining professional relationships with superiors, co-workers, members, and vendors.
- Experience working with volunteer Boards and committees is a plus.
- Strong knowledge in HOA reserve and fund accounting.
- Strong working knowledge of current technology and software programs.
- Experienced with administration of 401K and defined benefit retirement plans.
- Experience with construction and renovation projects, including reporting, is desired.
- Ability to gather relevant inputs from individuals across various functions and experience levels for informed forecasting and analysis.
- Charismatic, influential leadership with the ability to mentor and lead others.
- Strong problem-solving and creative thinking skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Committed to ensuring financial stability through well-managed and fiscally responsible processes.
- Advanced Level in Microsoft Excel is required. Proficient in Microsoft Applications including Word, Powerpoint, Teams, Sharepoint etc.
- Experience with overseeing management of Information Technology outsourced to third party vendor.
- Experience with negotiation and selection of employee sponsored benefit and worker’s compensation programs.
- Experience with the management of property, casualty, and liability-related insurance policies to ensure asset protection.

EDUCATION, CERTIFICATIONS AND EXPERIENCE QUALIFICATIONS

- Bachelor’s degree in finance and/or accounting from a four-year accredited college or university.
- A minimum of 7 years’ experience in professional accounting with at least two of those years at the Controller level or equivalent, preferably in a homeowner’s association operation, upscale hotel or country club.
- Minimum of 3 years’ experience managing a finance/accounting team.
- Experience with Northstar and Paylocity software applications a plus.
- Certified Hospitality Accounting Executive (CHAE) preferred.

SALARY AND BENEFITS

Salary is commensurate with qualifications and experience. BCCA offers an excellent bonus and benefit package, continuing education, and scholarship opportunities for family members.

TO APPLY

The deadline for submitting is March 31, 2024. Professionals who meet or exceed the established criteria are encouraged to submit a cover letter and resume using the following link: [CFO Apply Here](#). All qualified candidates will be required to take a Predictive Index Behavior and Cognitive Assessment.