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CHIEF FINANCIAL OFFICER PROFILE: MIZNER COUNTRY CLUB DELRAY BEACH, FL

THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT MIZNER COUNTRY CLUB

An exceptional opportunity exists for a candidate with a successful leadership and financial operations management track record. We are searching for the Chief Financial Officer at the prestigious Mizner Country Club in Delray Beach, FL. The successful candidate will be an integral part of a high-performing team at this world-class club.

Mizner Country Club is actively seeking an experienced Chief Financial Officer to lead the Club's finance, accounting, and IT functions. The role will be integral as a strategic thought partner to a well-respected GM/COO and the Club's Board of Directors. The candidate will oversee budgeting, reporting, and forecasting of financial information; direct financial operations of the Club; supervise the accounting functions; and provide operational support to the organization, including the use and maintenance of technology. The successful candidate will serve as the Finance Committee's staff liaison and attend and present at regularly scheduled meetings.

ABOUT MIZNER COUNTRY CLUB

Mizner Country Club is an exclusive residential community and golf club in Delray Beach, Florida. Mizner Country Club was established in the early 2000s by developer Toll Brothers, known for their luxury residential developments. The community was designed to embody the opulent style and ambiance reminiscent of Addison Mizner, a renowned architect known for his Mediterranean Revival and Spanish Colonial Revival designs in Florida. The architecture reflects the Mizner aesthetic, characterized by red-tile roofs, stucco exteriors, decorative ironwork, and lush landscaping. The community features custom-built luxury homes, each showcasing elements of Mizner's signature style.

Central to Mizner Country Club is its championship golf course, redesigned by golf course architect Kipp Schulties in 2017. The course offers challenging play amidst meticulously landscaped fairways, water features, and bunkers. It has garnered acclaim for its design and maintenance standards. In addition to golf, Mizner Country Club offers an array of upscale amenities for its residents and members. These amenities include tennis courts, pickle ball, a fitness center, swimming pools, youth activities, casual/ fine dining options, and social spaces for events and gatherings. While golf is a central part of our members' activities, they place high value on their culinary experience at the Club and have demanding expectations on the quality and service they receive.

Mission Statement: Mizner Country Club's mission is to provide members, their families, and guests with gracious and personalized service, excellent social and recreational amenities that enable enduring friendships that nurture a sense of community.

Vision Statement: Mizner Country Club will strive to be recognized as one of South Florida's outstanding private country club communities noted for their esthetic beauty, well-maintained facilities, a sense of community providing a friendly atmosphere and an engaging lifestyle.

MIZNER COUNTRY CLUB BY THE NUMBERS:

- Members: 498
- Initiation Fee - \$160,000 – Full Member
- Annual Dues: \$33,823
- Annual Dues Volume: Approximately \$15.8M
- Annual Capital Dues: \$7,000
- Gross Volume: Approximately \$28.7M

- F&B Volume: Approximately \$4.4M
- Gross Payroll: Approximately \$12.6
- Annual Rounds of Golf: Approximately 36,538
- 63% a la carte 37% catering
- The Club is organized as a Florida Not-For-Profit and Federal For Profit
- 9 Board Members: Serving 3-year terms
- Employees: 150 FTE / 55 seasonal
- Average age of Membership: 64
- The Club uses Jonas

MIZNER COUNTRY CLUB WEBSITE: www.miznercountryclub.org

CHIEF FINANCIAL OFFICER JOB DESCRIPTION

The Chief Financial Officer of Mizner Country Club is a passionate financial leader who desires to become part of something extraordinary. The CFO reports to a financially astute General Manager/Chief Operating Officer (GM/COO) and will be the GM/COO's financial thought partner, working side-by-side with the GM/COO and the Management Team to meet and exceed the expectations and goals set forth by the Board, and continually innovate on improving efficiencies and productivity while still bolstering the membership experience.

As an integral part of the leadership team, the CFO will manage the business, the finance team, and financial processes to maintain control and drive financial results. They will also support the management team with all financial data, analysis, and processes relevant to the club's day-to-day operation.

This individual will ensure accurate financial processing of payroll, accounts payable, accounts receivable, and expense reports. They will guarantee the timely completion of yearly financial audits. The CFO will lead, mentor, coach, and grow, as needed, the finance and accounting team.

KEY CHARACTERISTICS

- Has a high level of integrity
- Is trustworthy and can gain financial credibility with management and club governance.
- Is visible and accessible to speak with; an individual who will work with all (members, management, employees, and the community) to provide information, educate, and deliver positive results with service excellence.
- A mentor, leader, and team developer.
- A teacher enjoys educating and can set expectations, coach as needed, instill an "accountability mindset, and hold individuals accountable.
- A strategic thinker with a natural "thought partner" style.
- Has a sense of urgency and is results-driven and data-focused.
- Has a business acumen with strong "dashboard" and KPI/metric focus
- Loves technology and is systems and automation driven.

SELECT KEY RESPONSIBILITIES

STRATEGIC GUIDANCE

- Direct financial operations with the Club's GM/COO. Formulate, receive, and recommend policies for approval relating to accounting and auditing and budget, revenue, and cost control procedures.
- Develop, implement, and maintain planning and budgeting processes that are proactive, structured, and transparent.
- Analyze cash flow, cost control, and expenses to pinpoint potential areas for improvement. Adjust reporting and analysis depth relative to the materiality of business decisions.
- Take a proactive approach to data-driven analysis to assist and advise the GM/COO and Department Heads.
- Ensure the reporting needs of the Board of Governors and members are met on time.
- Work with the GM/COO to deliver a budget to the Board of Governors; collectively, they are responsible for explaining variances and advocating various line items as needed to be successful.

- Anticipate unfavorable financial results or variances; conduct research and be prepared to offer preliminary explanations and appropriate countermeasures. Communicate regularly with the Treasurer/Finance Committee.

LEADERSHIP

- Serve as an engaged leader with a solid financial vision who will drive financial controls and results, offering consistency, timeliness, and accuracy of finances and reporting.
- Participate in the Finance Committee Meeting and Board of Governor meeting; listen to feedback; provide their input and be able to communicate and defend data-driven recommendations that may differ from Governance and the Finance Committee respectfully, confidently, and professionally.
- Support monthly reviews with management teams and provide weekly reporting and monthly forecasting of the financial and operational outlook compared to the targets.
- Strive daily to enhance the member experience in any aspect of billing, charges, or financial interaction with the Club.

TAX, BENEFITS, BUDGETS, REPORTING

- Oversee employer 401K plan. Review investment decisions by investment advisors. Oversee the reconciliation of bank accounts and approve transfers as needed throughout the year.
- Prepare 1099's and W-2s for end-of-year in addition to other year-end reports. Submit all reports to the government by end of year. Complete and maintain year-end audits with the CPA firm.
- Make sure all federal, state, and payroll taxes are paid in a timely manner. Pay sales taxes and occupancy taxes; Prepare journal entries for the month.
- Maintain awareness and knowledge of current tax law changes or tax-related legislation that directly impacts the Club and use that knowledge to leverage the Club's financial reporting to incorporate any tax/reporting advantages.
- Analyze general ledger, accounts payable, accounts receivable, and fixed assets.
- Lead the budget process by establishing policies, procedures, and expectations for budget preparation, approval, execution, and monitoring; collaborate with GM/COO and department heads to ensure understanding, ownership, and buy-in; ensure the budget is realistic, in alignment with the Club's mission, and accurately reflects the current operating environment; educate department heads on the budget process; and provide real-time or timely reports on financial issues impacting department budgets.
- Compare relevant data, such as YTD results versus budget or current year versus the previous year, to identify issues or trends as soon as possible.

STAFF DEVELOPMENT

- Assess, hire, mentor, train, develop, and retain accounting staff. Conduct annual performance reviews of direct reports with developmental plans.
- Provide a positive work environment; counsel employees as appropriate and demonstrate a professional approach to management.
- Energize the team and build a strong financial culture driven to excellence with an appropriate sense of urgency. Serve as coach and mentor, and lead by example.
- Focus on success and hold staff accountable to perform at a high service level.

TECHNOLOGY

- Oversee the Information Technology department, outsourced through a third-party vendor.
- Ensure equipment is maintained and forecast replacements and replacement costs.
- Aid department managers in reducing downtime of services through communication with vendors.
- Take the lead on service disruption mitigation.
- Stay current on the newest technology and make recommendations for implementation.

LEGAL AFFAIRS AND CONTRACT MANAGEMENT

- Create and sustain productive banking, insurance, and contractual relationships and liaise with related third parties.
- Evaluate and oversee risk management and insurance issues.

- Lead and manage technology investments, policies, and contract vendors.

CANDIDATE SPECIFICATIONS

- Has “Hospitality DNA”; team-oriented and able to meet deadlines.
- Has an “executive presence” and excellent presentation skills
- Experience managing state Non for Profit and Federal for-profit business reporting and finance procedures.
- Experience working with volunteer Boards and committees is a plus.
- Proficiency in information technology for finance and accounting in the hospitality industry
- Experience with construction and renovation projects and reporting of both is desired.
- Experience with administration of 401k and defined benefit retirement plans
- Demonstrated strong oral, written, and interpersonal communication skills.
- 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.
- Ability to extract relevant inputs from key individuals across varied functions and experience levels to ensure well-informed forecast and analysis and anticipate key sensitivities.
- Excellent financial reporting and accounting skills, including financial disclosures.
- Excellent financial forecasting skills, including probability analysis.
- Experience in a member-owned country club environment is a plus.
- Stewardship to ensure financial stability by operating a well-managed and fiscally responsible process.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree from a four-year college or university with a concentration in Finance or Accounting.
- MBA is a plus.
- 10+ years of professional finance/accounting experience with a minimum of 3+ years at a Controller/Staff Accountant level.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package, including association membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used in your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to the Mizner search committee/Mr. Mark Bado, GM/COO, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why MCC and the Delray Beach area will benefit you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than the 29th of April 2024. Candidate selections will occur early-May with first Interviews expected in May 2024 and second interviews a short time later. The new candidate should assume his/her role in early/mid-July.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name Resume” &

“Last Name, First Name Cover Letter - Mizner CC”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor: bethany@kkandw.com

Search Executive:

Michelle A. Riklan

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