

**CHIEF FINANCIAL OFFICER PROFILE:
LAKEWOOD COUNTRY CLUB
DALLAS, TX**

THE CHIEF FINANCIAL OFFICER AT LAKEWOOD COUNTRY CLUB

Lakewood Country Club seeks a strategic, communicative, and relationship-driven financial leader to serve as its next Chief Financial Officer (CFO). This is a critical executive leadership role that reports to and partners with the General Manager/COO. The CFO will play a pivotal role in setting the financial direction of the Club, modernizing systems, and guiding a committed team toward long-term excellence.

The Club is poised for transformation. A \$45M Golf Course Master Plan is underway, including a complete redesign of the course, an on-course comfort station, a club fitting and teaching studio, and an underground parking garage. The project began in May 2025 and is scheduled for completion in October 2026. The CFO will manage financial oversight for this and future projects.

The CFO will be a visible and approachable figure, someone who enjoys engaging with individuals from all areas of the Club and helping others succeed. Lakewood is committed to building a high-functioning, responsive, and collaborative finance department, and the CFO will lead the way.

[Click here to view a brief video about this opportunity.](#)

LAKEWOOD COUNTRY CLUB

Nestled in the heart of East Dallas, Lakewood Country Club has been a cherished community cornerstone since its founding in 1912. With a storied past and a forward-looking vision, the Club has evolved from its historic roots into a vibrant, full-service private club that serves as a social and recreational anchor for more than 1,100 member families. Just minutes from downtown Dallas, the Club's location—surrounded by charming tree-lined streets and historic homes—offers a unique blend of neighborhood intimacy and metropolitan energy. It is this setting that gives Lakewood its distinct sense of place: a warm, welcoming environment with deep ties to the surrounding community.

Lakewood offers an exceptional array of amenities, including an 18-hole championship golf course, 8½ tennis courts, three swimming pools, a modern fitness center, and diverse dining venues. The Club enjoys year-round activity with no true "off-season," and its swimming pool becomes a lively hub of family and social life during Dallas' hot summers. Golf rounds consistently exceed 28,000 annually, a testament to the active membership and premier course conditions. In addition to sports and wellness, the Club hosts an engaging calendar of social events that bring together multiple generations of members, fostering a strong sense of camaraderie.

Rooted in tradition and focused on the future, Lakewood is committed to delivering exceptional experiences for generations to come.

LAKEWOOD COUNTRY CLUB BY THE NUMBERS:

- Approximately 1000 + Members
- Approximately 225 FTE and 50 Seasonal Employees
- 12 Member Board, 3-Year Term
- Average Age of Membership: 50
- Club is a 501(c)(7)
- Annual Rounds of Golf: 25,000 +
- POS and Club Accounting System: Clubessential

LAKEWOOD COUNTRY CLUB WEBSITE: www.lakewoodcc.com

CHIEF FINANCIAL OFFICER - POSITION OVERVIEW

This is a strategic executive leadership position, serving as a financial thought partner to the General Manager/COO, a trusted advisor to the Board, a business partner and resource to Department Heads, and a mentor to the finance/accounting team. The CFO will provide financial vision and clarity, ensuring the Club's financial strategies align with the goals and objectives set by the General Manager/COO and Board of Governors.

Responsibilities for all aspects of the Club's financial operations—including budgeting, forecasting, accounting, cash management, audits, capital project financing, compliance, legal, IT, human resources, payroll, insurance, and benefits—rest with this role. Success requires gravitas, strong communication skills, and the ability to convey complex financial information in clear, actionable insights for audiences with varying levels of financial literacy.

This hands-on role requires proactive engagement with the cross-functional team. The successful candidate will bring a modern, solutions-oriented approach to technology and systems while fostering a collaborative and service-focused finance culture that serves all the Club's constituents.

THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT LAKEWOOD COUNTRY CLUB

Lakewood Country Club is at a pivotal moment in its history. The Club requires a financial leader who will:

- **Build and foster strong relationships.** Work closely with the GM/COO, Department Heads, Finance Committee, and Board—earning trust through transparency, integrity, and responsiveness.
- **Lead with presence and approachability.** Maintain high visibility across the Club by cultivating relationships with department heads, spending time in each operational area, and developing a thorough, firsthand understanding of how the business operates.
- **Modernize reporting and technology.** Unlock Clubessential's full potential by introducing real-time tools and delivering useful financial insights to department leaders.
- **Assess and support the team.** Invest in the close-knit finance/accounting staff by mentoring, learning individual strengths, and fostering a supportive environment where each person feels valued and empowered to grow.
- **Support capital planning and execution.** Collaborate with the GM/COO to manage all financial aspects of the golf course renovation and future capital projects, ensuring clarity, discipline, and fiscal responsibility.
- **Strengthen communication and financial literacy.** Bring strong communication skills and a service mindset to every interaction, helping others across the Club understand the "why" behind the numbers.

KEY EXPECTATIONS AND RESPONSIBILITIES

Strategic Operations & Financial Leadership

- Partner with the General Manager/COO to oversee all financial activities and ensure alignment with the Club's strategic and operational goals.
- Provide thoughtful analysis and meaningful interpretation of financial information to support informed decision-making across the Leadership Team and Board.
- Monitor cash flow, revenue, and expense trends; assess variances and proactively address financial challenges or opportunities.
- Facilitate annual operating and capital budgeting processes in close collaboration with department heads, coaching them to better understand and manage their respective budgets.
- Prepare clear, actionable reports and dashboards for department heads, the Finance Committee, and the Board, tailored to both financial and non-financial audiences.
- Serve as a financial thought leader, offering data-driven insight while actively listening to department needs and aligning recommendations with Club-wide goals.

Capital Project Oversight

- Oversee capital project accounting, reporting, and compliance for the \$45 million golf course renovation and future capital initiatives.
- Work with project managers, vendors, and contractors to ensure timely, accurate financial tracking & reporting.

- Maintain strict budget oversight and reporting cadence for all capital expenditures.
- Support the GM/COO and Board in evaluating ROI, financing strategies, and long-term sustainability of capital investments.
- Ensure that the review, documentation, and communication of financial risk throughout capital initiatives are conducted in an appropriate manner.

Technology, Systems & Reporting

- Lead efforts to modernize the Club's use of financial systems, including Clubessential, ensuring optimal utilization and integration across departments.
- Streamline reporting processes and enable real-time access to financial information, particularly for department heads in high-demand areas like culinary, golf, and fitness.
- Upgrade purchasing and inventory systems to enhance speed, accuracy, and accountability.
- Proactively identify inefficiencies, propose practical solutions, and lead implementation efforts.
- Serve as a champion for technology as a service-enhancing and productivity-driving tool across the Club.

Human Resources, Payroll & Benefits Oversight

- Supervise Human Resources and oversee the Club's hiring, onboarding, and termination procedures to ensure consistency, compliance, and service alignment.
- Evaluate and manage employee benefits and compensation programs to balance market competitiveness with fiscal responsibility.
- Oversee payroll preparation, wage and hour compliance, and employee recordkeeping.
- Serve as Plan Administrator for the 401(k) plan and represent the Club on the 401(k) Oversight Committee.
- Ensure the Club remains compliant with all employment-related tax, reporting, and legal obligations.

Staff Development & Department Culture

- Lead and mentor the finance and accounting team, currently consisting of a Controller, A/P & Treasury Specialist, and HR/Payroll Administrator.
- Assess team skill sets, role alignment, and capacity; develop individual growth plans and restructure the department if needed.
- Foster a collaborative, service-minded reputation. Ensure the department is known throughout the Club as a supportive partner—one that listens, collaborates, and works toward solutions, rather than being seen as a gatekeeper that defaults to "no."
- Set clear expectations for goals, objectives, responsiveness, and professionalism across the department.

Communication, Presence & Member Engagement

- Present regularly to the Finance Committee, Past Presidents group, and Board—delivering clear, compelling updates that connect financial performance to Club priorities.
- Translate financial data into narratives that resonate with both financially literate and non-financial individuals.
- Exhibit executive presence, credibility, and confidence in all forms of verbal, written, and visual communication.
- Be a visible and trusted presence across the Club: not always behind a desk, but in the operation, observing, listening, learning, and advising.

Risk Management & Governance

- Ensure compliance with internal controls, segregation of duties, and generally accepted accounting principles.
- Oversee audit preparation and response, legal compliance, and insurance risk management.
- Serve as a key liaison to the Club's CPA firm and manage the preparation of all annual tax filings and reporting.
- Stay current on industry trends and regulatory changes that may impact Club operations.

CANDIDATE QUALIFICATIONS

- 10+ years of progressive financial leadership experience, ideally in service-focused settings. (Hospitality, private clubs, member-based associations, and others.)
- Strong presentation skills, able to confidently interact with department heads, committees, and the Board.
- Hands-on, collaborative leadership style with a high level of visibility, curiosity, and engagement.

- Ability to guide, mentor, and develop staff while maintaining a respectful and supportive team culture.
- High proficiency with financial systems and a demonstrated ability to implement technology that enhances service and efficiency.
- Experience with capital project financing, construction accounting, and long-term financial planning.
- Executive presence, integrity, humility, and the ability to build strong relationships across all levels of the Club.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree (B.A.) in Finance, Economics, Accounting, or a related field.
- MBA and/or CPA preferred. CHAE certification is a plus; HFTP membership is encouraged.

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. Ensure your documents are fully prepared to attach when prompted during the online application process. Please ensure your image is not included in your resume or cover letter; it should be used only on your LinkedIn profile.

Prepare a thoughtful cover letter addressed to the **Lakewood Country Club search committee**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why LCC and the Dallas, TX area will benefit you, your family, your career, and the Club if selected.

You must apply for this role by Friday, August 8, 2025, at the latest. Candidate selections will occur mid-August, with the first interviews expected in August and the second interviews a short time later. The successful candidate is expected to assume their role in early to mid-October.

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

“Last Name, First Name - Resume” & “Last Name, First Name - Cover Letter - Lakewood”

(These documents should be in Word or PDF format.)

Note: Once you complete the application process for this search, you will not be able to go back and add additional documents.

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

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

Search Executive:

Michelle A. Riklan, ACRW, CPRW, CEIC, CJSS

Search Executive

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