



## **DIRECTOR OF FINANCE**

Delaire Country Club  
4645 White Cedar Lane, Delray Beach, FL 33445

### **JOB SUMMARY:**

The Director of Finance will provide direction and oversight for all financial operations of the Club and work closely with the General Manager, Treasurer, and Finance Committee to achieve financial success.

Directly responsible for ensuring the efficient and accurate production of the accounting and finance matters of the Club. Follow GAAP (Generally Accepted Accounting Principles) for all accounting functions of the Club. Safeguard and maximize the use of the Club's assets through the continual preparation and monitoring of management reports and the implementation of internal control systems to prevent fraud, and any unauthorized use of Club assets.

Prepare monthly financial statements, forecasts and analyses for Board of Governors and senior management. Assist management with the strategic affairs of the club including budget management, cost-benefit analysis, payroll and cost control, revenue enhancement, forecasting and internal control. Develop policies and procedures to control and coordinate accounting, auditing, budget, taxes, related activities and records. Maintain all accounting records according to governmental regulations and auditors' guidelines. Evaluate operating results for costs, revenues, budgets, policies, trends and increased profit possibilities. Meet all advance annual audit preparation checklist items with assistance of staff to ensure a smooth annual external audit.

### **JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS:**

- Exceptional organizational and 80/20 prioritizing skills to plan the best use of work time and able to meet or exceed all weekly, monthly, and annual deadlines.
- Exhibit a high degree of work ethic and dedication.
- Must have ability to independently manage multi-task complex assignments and maximize the best use of Accounting staff's work time.
- Outstanding problem-solving skills.
- Proficiency in Microsoft Excel, Outlook, Word, and PowerPoint. Must have advanced knowledge of Microsoft Excel including the ability to create customized spreadsheets.
- Efficiency with club Accounting software and POS with Club Systems software experience a plus. Delaire will be transitioning to Jonas Encore in the summer of 2022.
- Ability to learn and adapt to new software programs as needed.
- Possess financial acumen with GAAP and the Club System of Unified Reporting.

- Knowledge of business property & liability insurance, payroll & tax issues, retirement plans, and real & personal property taxes.
- Possess ability and follow-through to plan and execute measurable and continued career development for all Accounting staff.
- Extensive annual audit preparation experience with ability to meet the auditors' list of advance preparation items.
- Excellent oral, written, and interpersonal communication skills and teamwork attitude with Members, Management, and staff at all levels.
- Demonstrated ability to follow through on commitments and meet deadlines.
- Proven ability to work alongside the General Manager and Board of Governors in short and long range planning.
- Comfortable monitoring Club IT functions

#### **TASKS/DUTIES:**

- Prepare monthly financials including supporting documents and reports for the Finance Committee and Board as required in an accurate and timely manner.
- Supervise the staffing, scheduling and performance of Accounting Department including Accounts Payable and Accounts Receivable processing.
- File monthly sales tax return and other required regulatory reports and filings required.
- Monitor the Accounts Receivable billing and collection process and the aging of past due accounts.
- Prepare the annual operating budget with input and review by the General Manager and Department Heads and for final approval by the Finance Committee and Board.
- Prepare annual Capital Budget in conjunction with General Manager and Department Heads for final approval by Finance Committee and Board.
- Maintain fixed asset ledgers and depreciation schedules.
- Prepare Club event profit & loss reports for senior management.
- Prepare accounting records and requested documents for annual external audit and fieldwork.
- Responsible for Club banking including cash reconciliation, loan management, etc.
- Attend monthly Board and Finance Committee meetings and others as required.
- Prepare requested financial analysis as necessary by General Manager, Treasurer, Board or Club committees.
- Prepare and monitor monthly rolling forecast vs. budget.
- Complete compensation, benefits, membership, statistical and financial information to Club Benchmarking, CMAA and RSM US.
- Review and approve the weekly payroll before processing. Act as a backup for payroll processing.
- Involvement in the review of the annual employee benefits.
- Involvement in the review of the annual business property and liability insurance.
- Develop policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records.

- Develop, establish, and administer procedures, systems and contracts pertaining to all financial matters, technology, and insurance.
- Prepare forecasts, budgets, and analyses for all administrative and managerial functions.
- Develop, analyze, and interpret statistical and accounting information.
- Maintain all accounting records according to governmental regulations and auditors' recommended guidelines.
- Assist senior management with the strategic affairs of the Club such as budget management, cost-benefit analysis, payroll and cost control, revenue enhancement, forecasting needs and internal control.
- Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities.
- Meet all advance annual audit preparation checklist items with assistance of staff to ensure a smooth annual external audit.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree from four-year college or university in Accounting.
- Master's degree with concentration in business or management or CPA preferred.
- Five to seven years of professional hospitality accounting experience with at least two years at the Director of Finance level or equivalent, preferably in a private club operation.
- Experience supervising staff.
- Delaire Country Club offers an attractive and competitive compensation and benefits package including medical, dental, vision and paid life insurance, PTO, retirement plan, and supports professional education. Delaire is a Drug Free Workplace. Background Screening and Drug Testing are required. Interested professionals who meet or exceed the established criteria are encouraged to submit a Resume and Cover Letter to [rblankhorst@delaire.org](mailto:rblankhorst@delaire.org).

Job Type: Full-time

Benefits:

401(k)

Dental insurance

Health insurance

Life insurance

Paid time off

Vision insurance

Physical Setting:

Supplemental Pay: Bonus pay

COVID-19 considerations: Full vaccination required.