

DIRECTOR OF FINANCE PROFILE: BONITA BAY COMMUNITY ASSOCIATION BONITA SPRINGS, FL

THE DIRECTOR OF FINANCE OPPORTUNITY AT BONITA BAY COMMUNITY ASSOCIATION

The Association seeks an approachable, collaborative financial executive to lead the Association's finance, treasury, and accounting functions. The role will play an integral part as a strategic thought partner to a well-respected General Manager and Bonita Bay Community Association's Board of Directors.

The candidate will lead and manage the finance operations in accordance with generally accepted accounting principles (GAAP) and in alignment with its governing documents. The Director of Finance will facilitate the delivery of operational excellence and financial and operational reporting while providing discerning leadership to staff. He/she is a confident, analytical, and personable leader who is communicative, performance-focused, reliable, and has strong decision-making skills.

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

ABOUT BONITA BAY COMMUNITY ASSOCIATION

Bonita Bay is a 2,400-acre, private master-planned community, owned and managed by its homeowners. Residents enjoy a relaxed cadence, astonishing privacy, and idyllic serenity, living on fewer than 42% of those acres. The remaining land is preserved for native wildlife and expanses of unspoiled subtropical vegetation. Those who live here share the founder's vision of environmental stewardship and living in harmony with nature. This community has remained among the most desired addresses in this region for more than three decades. Residents enthusiastically participate in sports, hobbies, recreation, and social events in this unbundled community. BBCA has an activities center for life learning and many social activities, three on-site parks offering pickleball, bocce ball, and kayaking, and a beach park that provides access to the beautiful waters of the Gulf Coast with chairs, umbrellas, and facilities available to all BBCA residents. Residents may also join the Bonita Bay Club for world-class golf, tennis, and pickleball, or the Bonita Bay Marina for boating, fishing, and direct Gulf access. The Club and Marina are separate entities from BBCA.

MISSION STATEMENT

To provide effective stewardship of our natural environment, our common areas, and amenities, By doing so we provide an excellent quality of life and a true sense of community for our residents. We thereby enhance the value of our properties and perpetuate our reputation as a premier residential community.

BONITA BAY COMMUNITY ASSOCIATION BY THE NUMBERS

This 30-year-old community comprises:

- 638 Single-family homes and 2700 multi-family homes comprised of villas, and high and mid-rise condominiums.
- 58 neighborhoods make up BBCA, which includes 13 single-family neighborhoods for which BBCA is the master HOA.
- 43 lakes of which 40 each are owned by BBCA and the Bonita Bay Club, and 3 are shared
- 12 miles of walking paths, 3 parks with various amenities
- An overall operations budget of approximately \$16M
- Approximate annual gross payroll: Approx \$7.5M

- The Community has approximately 135 employees including grounds maintenance, community patrol activities staff, administration, beach club, and beach transportation services (in-season).
- \$8.5M Beach Club project currently underway, scheduled completion June 2025
- 7 board members that may serve up to two consecutive three-year terms.
- Average age of members: 69

BONITA BAY COMMUNITY ASSOCIATION WEBSITE: www.bonitabay.net

DIRECTOR OF FINANCE POSITION OVERVIEW

The Director of Finance (DOF) is ultimately responsible for developing the annual budget and providing financial reporting to the finance committee and Board of Directors. He/she will hire, train, motivate, and retain skilled accounting and finance staff; complete detailed analysis of construction costs, projections, and overages; and provide leadership that reflects the BBKA's mission and core values.

KEY RESPONSIBILITIES OF THE DIRECTOR OF FINANCE:

LEADERSHIP

- Work closely with the General Manager, Board of Directors, Treasurer, and Finance Committee to provide financial disclosure to assist in meeting the financial goals and objectives of BBKA.
- Support the BBKA's philosophy, values, and strategic objectives.
- Hire, train, supervise, and motivate BBKA accounting staff, as applicable, for effective and efficient operations.
- Develop, determine, and communicate individual and team goals; motivate others and take corrective action as needed.
- Proactively partner with other departments within BBKA to effectively manage daily operations, budgets, assessments, audits, and special projects.
- Partner with the respective department managers to develop meaningful operational measures to monitor performance and proactively research and explain variances.
- Identify root causes of challenges and issues within BBKA in order to solve and/or propose solutions with minimum guidance.
- Mentor, train, and develop staff to further their work performance and career development.
- Adjust/re-balance workload responsibilities for the accounting/finance team to establish cross-training functionality and implicit positional backup capabilities.
- Prioritize tasks, projects, and required responses to the Board, Treasurer, and Finance Committee, while managing assignments in a team environment.

FINANCE / CAPEX

- Prepare and maintain specific cash flow needs and financial forecasts for the successful execution of construction projects.
- As key banking contact for the Association, work closely with banks on all related banking matters.
- Monitor and make recommendations for the investment of excess cash resources, in accordance with established by-laws for operating and reserve funds, and report, on an ongoing basis, the deployment of invested funds to the Treasurer and Chair – Finance Committee, to ensure that all aspects of risk have been contemplated and neutralized.
- Drive the budget process with an annual schedule, and coordination between the Finance Committee, the Board, and staff.
- Convert data into decision support information and convey it in clear, easy-to-understand presentation form. Accuracy and timeliness are essential.
- Review and update the Association's internal control environment.
- Proactively share comprehensive and timely communications with all stakeholders on an ongoing basis.

ACCOUNTING / ADMINISTRATION

- Manage accounting functions for the Association in accordance with generally accepted accounting principles

(GAAP), while providing excellent customer service and reporting.

- Work closely with external auditor to achieve audit completion in a timely manner.
- Coordinate insurance and related matters with outside insurance vendors on an ongoing basis.
- High level of computer skills, including an understanding of accounting software, spreadsheets, and the skills to operate and train others for effective use.

KEY ATTRIBUTES

- Leadership, management, and supervisory skills with a desire to mentor
- Strategic thinking and natural “thought partner” style
- Flexible leader: able to adjust and re-adjust priorities as needed.
- Excellent verbal and written communication skills
- Possess Integrity, honesty, and the ability to communicate sensitive information in a confidential manner.
- Business acumen with strong “dashboard” and KPI/metric focus
- Self-starter able to set priorities and effectively execute priorities, on an on-going basis.
- Financial management
- Strong and naturally collaborative style
- Team-centric
- Systems and automation driven

CANDIDATE QUALIFICATIONS

- Understanding of Association insurance needs to assist with coverage decisions related to property, casualty, liability, and umbrella coverage.
- Applied knowledge of all aspects of generally accepted accounting principles (GAAP)
- Knowledge of accounting standards for Associations, including, but not limited to, the treatment of reserves, restricted and unrestricted, and recognition of income for assessments and special assessments.

EDUCATION, AND CERTIFICATION QUALIFICATIONS

- Bachelor’s degree in accounting or related field. CPA preferred.
- Minimum of 5 years of “stand-alone accounting” experience covering the entire spectrum of accounting functions.
- Valid Florida driver’s license and valid Florida Community Association Managers (CAM) license, or the ability to obtain one is required.

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.

OTHER REQUIREMENTS

Final candidates will be subject to a background investigation (including credit, motor vehicle, reference, and criminal records check; education/credential verification) and drug screen.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to Alp Ozsoy, General Manager and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career, and why BBCA and the Bonita Springs, FL area will be beneficial to you, your family, your career, and the Association if selected.

You must apply for this role as soon as possible but no later than Monday, April 7, 2025. Candidate selections will occur in early- April with first Interviews expected in late April and second interviews a short time later. The new candidate should assume his/her role in late May.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - Bonita Bay Community Association”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to 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

Lead Search Executive:

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