



Mizner Country Club is seeking an experienced Director of Finance!

The Director of Finance (DOF) supervises all accounting functions and is involved in the strategic planning, budgeting, investments, risk management, and insurance issues in the club. This position oversees five (5) Accounting team members and reports to the General Manager.

Responsibilities

- Develop policies to control and coordinate financing, accounting, auditing, budgets, taxes, and other related activities.
- Prepare or oversee preparation of monthly, quarterly, and annual financial statements.
- Manage all accounting functions including, but not limited to: General Ledger, Accounts Payable, Accounts Receivable, and Purchasing.
- Ensure accuracy of information held in and reported from the accounting systems.
- Review annual general insurance renewal applications.
- Meet with insurance broker to review annual insurance proposals.
- Attend and present financial reports at monthly Finance Committee and Board meetings.
- Interact with the Club's external accounting firm and its auditors.
- Receive and review annual quotes for health, life, and dental insurances to prepare budget analyses.
- Oversee annual operating and capital budgets.
- Maintain fixed asset records.
- Prepare tangible tax return support.
- Maintain relationships with banking professionals, insurance brokers, and legal counsel.
- Work collectively with the department leaders.
- Perform other tasks as assigned.

Qualifications

- Bachelor's Degree from four-year college or university.
- At least 10 years of accounting experience with at least 3 as a DOF/CFO.
- Experience in private clubs preferred.
- Jonas Software experience required.
- Proficiency in Microsoft Office 365 (Intermediate to Advance level in Excel).

Skills and Attributes

- Excellent problem-solving skills.
- Detail-oriented, ensuring a high level of accuracy.
- Strong verbal and written communication skills.
- Ability to work well with team members.

Salary and Benefits

- Salary is commensurate with qualifications and experience.
- HFTP membership and professional development.
- Health Insurance, 401(k), vacation, employee meals

Please use the following link to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=86239&clientkey=718599B0ED1AC6362BB1E3C32E339E6A>