



Position: Chief Financial Officer (CFO)

Reports to: General Manager

Department: G&A

FLSA Status: Exempt

## OVERVIEW

Naples Yacht Club, with nearly 75 years of history and tradition, seeks an experienced individual to supervise and participate in the financial operations of the Club. In this role, you are a hands-on team leader, role model, and overall business manager.

Founded in 1947 and situated on the picturesque location of Naples Bay, Naples Yacht Club has the proud distinction of being the city's first and oldest private club. Membership has grown from three founding yachtsmen to over 594, and the original spirit of camaraderie and goodwill are stronger than ever. Recognized as a Distinguished Club Award Recipient, NYC is also ranked among the top fifty yacht clubs in the world, number six in the US, and the number one yacht club in the state of Florida by Platinum Clubs of America. The Club is projected to end the fiscal year on September 30, 2022 at \$8.8 million in revenue.

## THE POSITION

The CFO will be a professional, visible and accessible leader for the staff and Members alike.

This position will supervise and/or perform all accounting functions and directly assist the Treasurer and General Manager on all strategic matters relating to financials, budget, forecasting needs and internal control.

The CFO ensures departmental processes are performed in accordance with GAAP, are in adherence with State and Federal Regulatory requirements and comply with the Club's Bylaws.

The CFO will evaluate operating results in terms of budgets, policies, trends, benchmarks, and analyze the Operating and Capital cash flows. This position will routinely prepare financial forecasts and provide insights to the Treasurer, Board of Directors, Executive Committee, and General Manager.

## THE CULTURE

Culture at Naples Yacht Club is of utmost importance. Organizational health is the key to our success and a great deal of managerial time is spent embracing this philosophy. The individual selected as the CFO will be expected to seamlessly blend into our culture and will be a member of a cohesive leadership team.

## ROLES AND RESPONSIBILITIES

- Ensures that all financial reports and tax forms are submitted accurately and in a timely manner to state and local agencies.
- Issues monthly financial statements and other supporting schedules including a written analysis and projection of results in a timely manner.

- Prepares *General & Administrative* departmental budgets and payroll related items.
- Provides continuing support and education to the department heads on budget development and variance reporting.
- Directs and ensures the regular updating and maintenance of the procedures and internal controls manual for Naples Yacht Club.
- Attends Board meetings and other committee meetings as needed to be available to answer any financial questions members may have.
- Maintains relationship with bank to manage Club accounts, loans and any associated needs.
- Participates in the selection of the group health, dental, 401(k) and life insurance programs.
- Participates in the selection of the Club's insurance policies and monitors property and casualty insurance policies to ensure that assets of the Club are protected.
- Acts as liaison with the audit and tax business partners
- Coordinates the annual financial audit.
- Serves as Trustee for the Club's 401(k) retirement plan and maintains all plan asset records and documents.
- Evaluates existing accounting department personnel structure and assists with hiring, training, performance coaching and disciplining department employees within all approved Club policies.
- Assists with evaluating computer software systems and applications for accounting, membership, point-of-sale, fixed assets and other departmental software as requested.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.
- Direct reports include Accounts Receivable and Accounts Payable functions.

#### TRAITS, SKILLS, AND COMPETENCIES

- A diplomatic and competent professional who recognizes the importance of accountability.
- Capable and comfortable with technology and incorporates its use in his/her everyday role.
- Decisive, committed, energized and passionate about Naples Yacht Club and the role that he/she has assumed.
- High level analytic skills, forecasting, and modeling work as well as a broader business mentality.
- Experience in directing the development of longer-term capital plans and strategies.

#### LICENSES AND SPECIAL REQUIREMENTS

- Certified Hospitality Accounting Executive (CHAE) recommended.
- Certified Public Accountant (CPA) license preferred.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to sit for prolonged periods of time.

#### EDUCATION AND/OR EXPERIENCE

- A college graduate with a Bachelor's Degree in accounting.
- A minimum of seven years of professional accounting experience with the hospitality industry.
- A verifiable record of working successfully as a financial leader.
- Familiarity with club software systems (NorthStar preferred).
- Strong computer skills including Microsoft Excel and Microsoft Outlook.
- Is aware of critical benchmarking and financial metrics in clubs, as well as general business that would lead to proactive responses to trends.
- Solid understanding on how to generate targeted reports using technology for data mining and analysis, as well as business intelligence, to spot trends and make informed decisions.

- Exceptionally strong communication and facilitation skills, both written and verbal, with the ability to interact effectively with diverse constituencies of Board members, staff, and vendors.

#### SALARY AND BENEFITS

- Base Salary and Performance Bonus to commensurate with experience.
- Standard benefits to include 100% of individual and family health insurance, paid vacation and participation in the club's 401K program.
- Professional Dues and regional education expenses.

Interested candidates please forward your electronic cover letter and resume to:  
Hallie Girardeau at [hr@naplesyc.com](mailto:hr@naplesyc.com) (preferred method)

Or mail to:

Naples Yacht Club  
700 14<sup>th</sup> Avenue South  
Naples, FL 34102  
Attn: Hallie Girardeau