



**"TwinEagles, one of the most desirable Golf and Country Club Communities in Southwest Florida."**

## **Director of Finance Job Description**

**THE TWIN EAGLES CLUB, INC.**

**SALARY RANGE: COMMENSURABLE WITH EXPERIENCE**

**FLSA: SALARY EXEMPT**

### **GENERAL SUMMARY:**

The Director of Finance is a full-time, exempt employee of the TwinEagles Club, reporting directly into the General Manager and will work in partnership with other club Directors and employees. The Director has direct responsibility for the financial operations for the Club, including accounts payable, member billing, general ledger, cash flow analysis, internal controls, audit, budgeting, payroll, forecasting treasury & debt management. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters; prepare financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting records and is responsible for development, analysis and interpretation of statistical and accounting information. Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities. The Director is expected to share in the long-term strategic vision of the club and contribute to its overall growth from a tactical perspective in the day-to-day operations, and from a strategic, long-term planning perspective while yielding innovation and efficiency for the club.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Owns and directs the development of, recommends and directs the operation of all of the over-all system of accounting and budgeting policies, procedures, programs and practices necessary to the effective and efficient operation of the club.
- Directs the preparation and presentation of the Club's budget in collaboration with the various Department Leaders, Committees, and the General Manager
- Directs the development of, recommends and directs the operation of such over-all club statistical reporting systems and related policies and procedures so as to secure, define and present for action to all concerned, the accounting information and variations from desired performance that are necessary for efficient and effective management of the club, or as may be required by law.
- Directs or participates in the taking of all physical inventories; verifies values; investigates variations between actual and recorded values; calls such variations to the attention of the appropriate Department Leader.
- Manages the cash requirements of the course and communicates cash needs and shortfalls to the General Manager/COO.
- Analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met
- Works with the club's external auditors to assure that procedures are consistent with club policies
- Prepares and/or supervises preparation of applicable federal, state and local tax returns
- Maintains Fixed Asset ledgers and prepares depreciation schedules for monthly entries
- Responsible for bank reconciliations
- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.

- Prepares annual operating and capital budget in coordination with department managers and committees
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Verifies that all insurance records for club property are properly maintained
- Informs and advises other department heads about the financial aspects of their responsibilities
- Oversees member billing and collection procedures
- Oversees and approves all contractual obligations of the club
- Compiles, approves and maintains credit applications for vendors
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Committee and other club committees
- Attends monthly Board, Finance Committee and other meetings as required
- Handles assigned projects as they relate to the department and club's needs
- Supervises the Preparation of monthly journal entries, board financial packet, and variance reporting.
- Works with the general manager and department heads to plan and manage capital budgets and cash flow statements.
- Maintains a positive relationship with the club's bank and adheres to any applicable loan covenants
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with club policies
- Approves payroll and works with HR Director to Negotiate and administer employee benefits including health and life insurance, pension plans, and workers' compensation. Gathers information and assists the General Manager in making decisions about employee benefit plans
- Efficiently respond to all Member requests and inquires in accordance with Club standards, policies and rules; uses ideas, feedback and suggestions to continuously improve the services provided to Members
- Collaborate with the Director of Membership Experience, ensuring all legal Membership documents are completed accurately and forwarded to the Club's attorney for filing in a timely manner for new Members
- Directly supervises the Controller and Accounting Clerk.

**DIRECTOR OF FINANCE COMPETENCIES:** The following competencies strongly contribute to the success of an individual in this position:

- Decision Making & Decisiveness
- Customer Focus/Customer Service Orientation
- Integrity/Honesty/Ethics
- Interpersonal Skills
- Oral Communication
- Personal Credibility/Responsibility/Accountability
- Results Oriented
- Strategic Focus/Strategic Innovation
- Written Communication

**LEADERSHIP CORE COMPETENCIES:** The following core competencies strongly contribute to the success of the leader in this position:

- Conflict Management
- Developing Others/Mentorship
- Effective Communicator
- Relationship Building & Stakeholder Relations
- Team Leadership
- Vision

**EDUCATIONAL AND EXPERIENCE REQUIRED:**

- Bachelor's degree from a four-year college or university in an accounting or related field and at least 5 to 7 years of professional accounting experience with at least three of those years at the CFO/Controller level or equivalent experience in country club operations.
- Strong oral, written and interpersonal communication skills
- Strong organizational skills, attention to detail, and ability to multi-task
- Jonas software experience preferred
- Intermediate proficiency in Microsoft Excel, PowerPoint and Word
- Prior Country Club experience required
- Prior experience with Club renovations/construction preferred
- Must be comfortable in a fast paced, ever changing environment and have a strong desire to build systems and procedures while understanding the flexibility needed in a transition and building period
- Must exhibit a "can-do" attitude to productively solve problems. Develop and propose solutions to problems that occur.
- Must be a proven collaborator, diplomatic, supportive, well-respected, and contributing team member
- Must be a relationship builder
- Strong knowledge of the Club's local market area
- Must have a professional demeanor, a gracious attitude and a demonstrated ability to establish and maintain effective working relationships with all departments, team members, current and prospective Members and business partners
- Overtime will be required

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position.

- While performing duties of this class, the employee is regularly required to work on multiple concurrent tasks with constant interruptions, read and interpret documents and information; use oral communication skills; interact with TwinEagles Staff, Membership, the general public, and others encountered in the course of work, some of who will be dissatisfied and/or angry individuals.
- The employee will be required to be Member facing at all times
- The employee is regularly required to stand and/or sit for long hours
- Must be able to talk and hear in person and by telephone
- Must use hands to operate, finger, handle, or feel office equipment
- Must reach with hands and arms
- Work is performed in a professional office setting utilizing telephone, computer, and other office equipment
- Ability to perform first aid and CPR while utilizing the emergency equipment
- Move or lift objects up to 30 pounds
- Must be able to climb, crawl, reach, stoop, kneel, crouch, crawl, push or pull.
- Must have close, distance, peripheral, and color vision along with the ability to adjust focus
- Must have valid driver's license

The TwinEagles Club Inc., is an Equal Opportunity employer and offers opportunities to all candidates including those with disabilities. All qualified candidates/employees will receive consideration for employment without regard to that individual's age, race, color, religion or creed, national origin or ancestry, sex, pregnancy, sexual orientation, gender, gender identity, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law. If you need a reasonable accommodation to assist with your application and or to perform the essential duties and responsibilities please reach out to [tdurham@thetwineaglesclub.com](mailto:tdurham@thetwineaglesclub.com).

The TwinEagles Club Inc. is a drug/tobacco-free workplace. Pre/employment drug testing is required.

The TwinEagles Club Inc. participates in the US E-Verify program; candidate & employee must be legally authorized to work in the United States of America.

**The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. They do not constitute an employment agreement between the employer and employee; other duties may be assigned as the needs of the employer and requirements of the job change for the company's overall benefit.**

All interested applicants should direct all inquiries and submit resumes to Tracey Durham at [tdurham@thetwineaglesclub.com](mailto:tdurham@thetwineaglesclub.com) or (239)354-1773.