



EXECUTIVE SEARCH

EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

Candidate Profile

Director of Finance
University Park Country Club
www.universitypark-fl.com



Organization

University Park, located on the border of Manatee and Sarasota Counties in Florida, is an award-winning master planned community of more than 1,200 homes with 32 individual neighborhoods with homes ranging in value from \$250,000 to \$3,000,000. The gated community also includes a semi-private country club featuring 27 holes of championship golf, 11 lighted Har-Tru tennis courts, a state-of-the-art fitness center, a casual lounge/bar/card room and restaurant with 160 seats indoors and 65 seats outdoors. The country club and related facilities and amenities were expected to become part of the University Park Recreation District in 4Q-2019.

University Park Country Club & HOA by the Numbers

- \$7.8M Annual Club Operating Revenue
- \$3.1M Annual Club Dues Revenue
- \$2.1M Annual Food & Beverage Revenue
- \$3.6M Annual Gross Payroll
- 1,134 Club Members
- \$7.0M Annual HOA Homeowner Assessments
- \$10.6M in HOA Reserves
- 1,201 Single-Family Residences

Position Description

Seeking an experienced financial executive to supervise all aspects of financial management for University Park Country Club and the University Park Community Association. This includes overseeing an accounting staff of five and directly assisting the General Manager on all strategic matters including budgeting, forecasting, auditing, treasury management and stakeholder relations. Working directly with the newly established University Park Recreation District (a special taxing district under Florida statutes) management team, additional responsibilities include developing and implementing regulatory and financial reporting processes and developing internal control policies and procedures.

Job Overview

- Directing financial operations of the club
- Managing all country club and homeowners association finance and accounting operations, including tax, fiscal, and insurance matters
- Coordinating capital planning with the management team and directing the preparation of annual budgets, financial forecasts and variance reports
- Preparing and publishing monthly financial statements

- Managing the cash flow position of the country club and the University Park Community Association
- Coordinating government accounting responsibilities for the Recreation District, currently performed by the district management team

Country Club Responsibilities

- Managing all accounting operations including member billing, A/R, A/P, GL, inventory accounting and revenue recognition
- Managing payroll functions
- Coordinating capital expenditure planning and directing the preparation of the annual budget, financial forecasts and variance reports
- Preparing and publishing monthly financial statements
- Coordinating the preparation of regulatory reporting
- Researching technical accounting issues as needed
- Managing month-end and year-end close processes
- Ensuring quality control over financial transactions and financial reporting
- Managing and complying with local, state and county government reporting requirements and filings
- Developing and documenting business processes and accounting policies to maintain and strengthen internal controls
- Managing cash flow for the country club, a seasonal business
- Coordinating and planning for the annual audit with independent auditors
- Directing and participating in the taking of inventories for food & beverage, golf merchandise, equipment and other assets of the country club
- Managing preparation of reconciliations of bank, other asset and liability accounts
- Negotiating with insurance carriers with respect to property and casualty insurance, as well as employee health and welfare benefits
- Maintaining knowledge of pertinent federal and state employment laws and practices

Homeowners Association Responsibilities

- Supervising the preparation of annual budgets, financial forecasts and monthly variance reports
- Acting as liaison to Finance Committee on all accounting, insurance and project funding matters
- Assisting the HOA Board Treasurer and Finance Committee with reserve funding expenditures and treasury management – over \$12,000,000 in reserves and operating funds
- Reporting to the Board of Directors on all financial matters
- Coordinating and planning for the annual audit with independent auditors
- Assuring that accounting procedures and records are consistent with Association policies, community regulations and Florida Statute 720

Requirements

- Proven working experience as a Financial Director/Controller

- University degree in Accounting; CPA qualification a plus
- 10+ years of accounting and finance experience, including creating financial statements and managing the month-end/year end close process
- Proven ability to lead and direct administrative staff
- Experience/knowledge of state and local government GAAP and HOA fund accounting preferred
- Experience with Club Systems (Jonas) and Yardi Voyager preferred
- Experience in the hospitality industry is a plus
- Hands-on IT knowledge and experience is a plus

Compensation and Benefits

Salary is competitive and commensurate with qualifications and experience. We offer an excellent bonus and benefits package.

Professionals who meet or exceed the established criteria are encouraged to contact:

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