

Candidate Profile

Chief Financial Officer
Vanderbilt Country Club
www.vanderbiltcountryclub.com



Organization

Vanderbilt Country Club is an award-winning, highly respected bundled golf community featuring 800 homes in Southwest Florida. The beautifully landscaped 18-hole, par 72 golf course is enjoyed by all golfers, from novice to professional. The Club boasts a state-of-the-art fitness center, six lighted Har-Tru tennis courts, social opportunities, a premium lifestyle, recreational amenities and exceptional clubhouse and outdoor venue dining. What seems to capture residents and visitors alike is the friendly and welcoming spirit of the community.

The club has a \$10.2m 2020 operating budget and expects approximately \$1.5m in capital cash inflows this year. The club is in a great financial position with just under \$17m in net fixed assets, zero outside debt and total equity of \$19.5m.

Position Description

The Chief Financial Officer is the foundation of the club's financial health and is the position that is relied upon by all parties including the COO, the management team and the Board of Directors to assist in a successful operation. Maintaining accurate records is the base of this position's product, however timely and thoughtful analysis of financial results is key to making the proper impact on both short-term and long-term strategic decision making. The position also needs to balance time with the accounting of two condominium associations and managing the HR function of the club, serving as the gatekeeper of confidential personal and wage data and facilitator of benefit negotiations and payroll processing.

Accounting Job Tasks

- Directs financial operations of the Club.
- Recommends policy proposals for approval related to all accounting and financial related activities.
- Prepares the monthly trial balance and associated financial statements for the club, including the income statement, balance sheet and cash flow statement, along with related schedules.

- Prepares accounting reports as necessary for dissemination to management and the board of directors.
- Reconciles asset and liability general ledger accounts, monthly.
- Leads the budget process for VCA, both operating and capital, and oversees the financial forecast process in coordination with department heads and various committees.
- Analyzes financial information, monitors performance to budget, advises management about variances and their potential causes, assists managers with corrective action.
- Prepares financial reports for external agencies as required per club policy.
- Works with external accounting firm on year-end audit, to ensure procedures are consistent with club policies and financial information is properly recorded.
- Safeguards all funds in bank accounts; assures that all cash inflows and outflows are properly recorded in their entirety, reconciles accounts monthly.
- Accounts and balances inter-fund transactions.
- Maintains investment program to balance ROI maximization and fund accessibility.
- Compiles information for annual federal and state income tax returns, reviews final return before submittal.
- Executes above thirteen activities for two condominium associations also.
- Oversees member billing and collections procedures, advises general manager and board when difficulties arise.
- Coordinates lien placements on units with club's law firm.
- Prepares and submits monthly state sales tax returns.
- Assists the general manager in acquiring property and casualty insurance; maintains these insurance records for club.
- Serves as club liaison to VCA insurance companies and manages all insurance claims that arise.
- Maintains fixed asset ledgers and prepares annual depreciation schedules
- Manages, reviews, suggests and monitors changes within the Jonas club management system.
- Performs random internal audits and assists internal audit committee upon request.
- Attends monthly board and other meetings as required.
- Selects, trains, supervises and evaluates accounting staff.
- Serves as Club liaison to law firms for all legal matters.

Human Resource Job Tasks

- Manages the club's personnel program; assists in the development and implementation of applicable policies and procedures.
- Ensures that new employees complete necessary employment forms and confirms that they are authorized to work in the United States
- Conducts and reviews wage and benefit surveys; proposes employee benefit enhancements to the general manager
- Maintains employee, payroll and Personal Time Off (PTO) records
- Prepares employee payroll disbursements using department manager. approved information residing in Work Force Now, the ADP time and attendance module

- Negotiates and administers employee benefits including health, life, dental and LTD insurance, 401k plan and workers' compensation; gathers information and assists the General Manager in decision making for these areas.
- Assists applicable staff with information about anniversary, insurance and 401k enrollment dates
- Informs appropriate parties of employee additions and terminations
- Interacts with general manager and department heads to investigate employee violations of club policies, recommend corrective actions
- Interacts with club's attorney relative to personnel legal issues
- Maintains ADP payroll database and trains staff on the sites utilization.

Additional

- Reports to General Manager / Chief Operating Officer
- Supervises Club Accountant
- Professional Affiliation - Hospitality Financial and Technology Professionals, Florida Gulf Coast Chapter

Requirements

- Four-year college degree in accounting or business management
- A minimum of 5 years of club financial leadership experience
- High-level proficiency in MS Office applications.
- Proficiency in Jonas club management software preferred
- Ability to interact professionally and maintain effective and positive working relationships with superiors, coworkers and members
- Requires a good sense of customer service

Compensation and Benefits

- Salary commensurate with experience
- Annual performance bonus
- Medical, dental, vision, life, and long-term disability.
- 401K program
- Education and travel budget

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

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