

**POSITION:**

**ASSISTANT DIRECTOR OF FINANCE**



**ISSUE DATE: 2-19-2023**

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**Reports to: Director of Finance**

**SUMMARY:**

The Assistant Director of Finance will oversee the entire accounts payable process and assist the Director of Finance with maintaining accounting records, monthly financial reporting, identifying internal control deficiencies, development of annual operating budgets, financial audits, and provide additional data and reports as requested by the Director of Finance

**ESSENTIAL DUTIES AND RESPONSIBILITIES** includes but is not limited to the following:

- Develops guidelines for proper handling and coding of invoices to maintain general ledger expense account and inventory records
- Trains and oversees employees involved in invoicing and billing functions
- Oversees the entire Accounts Payable process through our Bean Works AP System and Jonas Accounting System
- Assists users with trouble-shooting related systems issues including, but not limited to, the general ledger system and Bean Works AP System
- Ensure correct vendor payments are made in a timely manner.
- Analyzes expense/credit card reports and other invoices for accuracy and eligibility for payment
- Reconciles and records employee credit card purchases.
- Verifies payments before Director of Finance approval is added by reviewing checks and vouchers
- Reconciles and maintains all fixed asset records on a monthly basis
- Posts monthly depreciation related entries, food and beverage inventory adjustments, and other entries assigned by the Director of Finance
- Prepares inventory worksheet and crosschecks prices paid with bid quotations and invoice prices
- Directs and verifies food and beverage inventories (periodic spot checks and a thorough annual inventory)
- Compiles and computes F&B Event and menu item costs in conjunction with the FOH F&B Managers
- Provides pricing recommendations to achieve budgetary goals.
- Assist management in the development of staffing charts and scheduling tools.
- Aid Director of Finance in the design of analytical reports as needed.
- Assist in the research, implementation and maintenance of purchasing and budget systems.

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- Produce management information reports.
  - Supports A/R, A/P and payroll functions
  - Supervises systems backup procedures.
  - Assists users in trouble shooting systems related issues.
  - Assists department heads with developing annual operating budgets support documents.
  - Assists the Director of Finance with identifying and documenting internal controls to safeguard funds
  - Facilitates correct and timely preparation of budget reports as directed by the Director of Finance
  - Evaluates departmental internal control systems and identifies weaknesses.
  - Assists in the development and implementation of departmental control systems
  - Assists in the preparation of other accounting reports as directed by the Director of Finance
  - Ensures proper recordkeeping of purchases for use in tax preparation and periodic audits
  - Ensures employer identification numbers or social security numbers have been collected from all vendors and submits 1099s.
  - Ensures proper maintenance, filing, and storage of records for audits.
  - Proactively solves problems, develops and proposes solutions to problems as they occur.
  - Furthers his/her continued development by participating in appropriate seminars and conferences as approved by the Director of Finance
  - Performs other related duties as assigned.

**JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:**

- Excellent verbal and written communication skills
- Proficient in accounting software, Microsoft Office Suite or related software and various Internet browsers
- Thorough understanding of accounts payable functions
- Excellent analytical and problem-solving skills
- Excellent organizational and time-management skills
- Excellent attention to detail skills
- Must be able to work in a team environment.
- Exhibits professionalism and expressed interest in improvement through enhanced developmental skills, exhibit leadership, and expressed directly through own self-actions
- Maintain a pleasant and outgoing personality and must not possess any extreme personal appearance characteristics as judged by membership base
- Build company image with Members, employees, and vendors by enforcing ethical business practices.
- Serves as a role model and sets a positive example for the entire staff in all aspects of business and personnel management

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- Must be in compliance with and actively support a drug-free workplace.

**SUPERVISORY RESPONSIBILITIES:**

**EDUCATION and/or EXPERIENCE**

- Must have a bachelor's degree in Accounting, Finance, or Business Administration
- Minimum of two years' experience working in the accounting/finance field
- Experience with preparing financial statements and bank reconciliation is required
- Experience in accounts receivable and/or receivable and payroll in a hospitality environment is preferred.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. In addition, the following qualifications are required:

- Must be able to read, write and speak English.
- Must have knowledge of legal issues as it relates to wage and hour law, Health Department Regulations and OSHA.
- Must possess a valid Florida driver's license.
- Must be capable of communicating well with Members and Staff.
- Must be in compliance with and actively support a drug free workplace.
- Must have a neat, clean and well-kept appearance.
- Must be able to pick up and carry up to 25 pounds as needed.
- Must be able to sit for prolonged periods of time.
- Moderate noise level in the work environment.
- Use up close vision.

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## **AAP/EEO STATEMENT**

Quail Creek Country Club, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Quail Creek Country Club, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Quail Creek Country Club, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Quail Creek Country Club, Inc.'s employees to perform their job duties may result in discipline up to and including discharge.

<b>Reports to:</b>	<u>Director of Finance</u>	<b>Department:</b>	<u>Accounting</u>
<b>Wage &amp; Hour Status:</b>	<u>Salary Exempt</u>	<b>Status:</b>	<u>Regular Full Time</u>

## **SALARY AND BENEFITS**

Salary is commensurate with qualifications and experience. The club offers an excellent benefit package.

## **INSTRUCTIONS ON HOW TO APPLY**

Please prepare a thoughtful letter of interest and alignment, clearly articulating your fit with the aforementioned profile. Your letter, along with a current resume, should be emailed to:

Patricia Giraldo  
Director of Human Resources  
pgiraldo@quailcreekcc.com  
13300 Valewood Drive, Naples FL 34119