



Director of Finance
Heritage Palms Golf & Country Club
Ft. Myers, FL

Heritage Palms is a large scale bundled community comprised of 800 acres, 1662 members, Master Association and 42 sub associations, and revenues totaling \$16M. Amenities include 36 holes of golf, newly renovated Clubhouse, new Fitness and Wellness Center, Member Lodge with Tiki bar, Cabana, Pool and Recreation area, Tennis Center with pickle ball courts, (9) swimming pools, numerous dining options including indoor and outdoor member dining, snack bar, banquet and member events for 350 people, and flexible space for meetings and special events.

The Club has a number of long tenured staff and employees. There is a strong service culture and commitment to member and employee satisfaction. Teambuilding and Service Excellence are core values as well as a Mission Statement of providing extraordinary experiences for members and their guests while providing a safe environment for members and employees.

Position Summary

Direct the financial operations of the club. Supervise the accounting functions and directly assist the General Manager/COO on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. 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; develop, analyze and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to the finance committee.

The Director of Finance reports directly to the General Manager/COO, and supervises the Accounts Payable Clerk, Accounts Receivable Manager, and Human Resource Manager.

Responsibilities:

- Always convey a professional attitude and demeanor towards Club and team members.
- Always treat Club and team members with the utmost respect and dignity
- Put members first - go above and beyond their expectations to satisfy their needs and provide the highest quality service.
- Always maintain a positive attitude and look for positive outcomes in all opportunities.
- Embodies the persona of ultimate coach and motivator. Must be able to bring out the best in those around him/her by setting clear goals and expectations, providing consistent feedback and support, and who is respectful and professional in all interpersonal dealings.
- Maintain open channels of communication and be receptive to all departments and staff members.
- Write effectively and concisely.
- Convey oral messages clearly and succinctly.
- Actively participate in all meetings.
- Ensure that the information needed to proficiently operate the club is disseminated and understood.

- Exhibit sound time management and organizational skills.
- Ensure the supplies needed to operate are properly stocked.
- Produce financial reports in a timely manner according to schedule.
- Prepare accurate and timely financial packets for monthly Finance Committee meetings.
- Participates in leading the annual budgeting process with department leaders.
- Follow all club policies and procedures as outlined in the handbook.
- Ensure all departments are compliant with state/local/federal laws and that work places are safe.

Primary Functions:

- Responsible for the Club's finance department including accounts payable, accounts receivable, payroll, and all associated reporting.
- Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments and 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.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Prepares or supervises preparation of applicable federal, state and local tax returns.
- 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.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
- Verifies that all insurance records for club property are properly maintained.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Selects, trains, supervises, schedules and evaluates accounting staff.
- Attends monthly finance committee and other meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Monitors collection of past due accounts advises General Manager/COO when difficult situations may arise.
- Interacts with the club's external accounting firm and its auditors as necessary.
- Monitors accounts receivable and acts according to established club policies and procedures.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.
- Works with the General Manager/COO and department heads to plan and manage reserve and capital budgets and cash flow statements.

- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.
- Negotiates and acquires property and casualty insurance to protect the club's assets.
- Supervises the human resource function including, recruiting, training, and performance evaluations, and payroll processing.

Candidate Qualifications:

- Ability to work independently as well as cohesively as a team.
- Demonstrated strong oral, written, and interpersonal communication skills.
- Demonstrated strong organizational skills, attention to detail and ability to multi-task.
- Proficiency in Microsoft Outlook Office – Excel, Word, Outlook, and Power Point.
- Jonas Software experience a plus.
- A minimum of five years of professional accounting experience with a t least two years at the Controller level or equivalent in club or hospitality operations.

Education and Certification Qualifications:

- Bachelor's Degree from a four-year college or university in an accounting or related field is required
- Certified Hospitality Accountant Executive (CHAE) preferred, but not required.

Salary and Benefits:

Heritage Palms Golf & Country Club offers and attractive and competitive compensation package which includes:

- Salary is open and commensurate with qualifications and experience.
- Annual Performance Bonus.
- Professional dues and continuing education expenses reimbursement.
- Health, dental, vision, life, voluntary insurances, and 401k plan.

Qualified candidates may email a compelling cover letter and resumes explaining why you would be the ideal candidate for this outstanding opportunity to:

gpiotrowski@hpgcc.com

Gary G. Piotrowski, CMAA, CAM, CGMPGA

General Manager/COO

Heritage Palms Golf & Country Club