

Quail Creek Country Club, Inc.
Job Description

Job Title: Director of Finance
Department: General Manager & Administration
Reports To: Managing Director/General Manager & COO

The CLUB

Quail Creek Country Club has 580 full golf members and is a full-service, member-owned Club that was one of the first established in Naples. Located in the Quail Creek Estates community, there are 291 estate sized homes, yet 70% of our members live off-site near the beach or in other neighborhoods. This, combined with mature trees and accent landscaping, creates feelings of spaciousness and tranquility, unlike most other clubs in Southwest Florida.

As a full-service country club, we offer much more than golf, there is something for every member of your family to enjoy. Work out with a personal trainer or have a massage. Relax by the pool or play a game of bocce. Join any of our busy social groups, including bridge, mahjong, and book clubs, among others. Quail Creek members are truly exceptional. These successful, down-to-earth people are friendly and welcoming.

We feature two Arthur Hills-designed, 18-hole golf courses. Our organized and casual golf groups, which are active all year long, will welcome you; members can always get a tee time.

Our culinary expertise is unsurpassed and outstanding chefs make dining a true experience. From casual lunch and dinner in our Greenside Grille, to spectacular buffets, theme nights and fine dining in our Cypress Room, you'll enjoy memorable dining experiences.

SUMMARY

The Director of Finance is responsible for directing the fiscal functions of the Club and ensuring departmental processes are performed in accordance with Generally Accepted Accounting Principles (GAAP), are in adherence with State and Federal Regulatory requirements, and comply with the Club's Bylaws. Administrate financial, accounting, personnel, and systems related functions. Directly supervise accounting office personnel and advise senior management in conducting related activities. Competencies include financial management, business acumen, communication proficiency, ethical conduct, leadership, problem solving and analysis, and strategic thinking.

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

Financial Functions

- Develop, implement, direct and evaluate the organization's fiscal function and performance. Participate in the development of the Club's plans and programs as a strategic partner. Evaluate and advise on the impact of long-range planning, introduction of new programs, strategies, and regulatory action.
- Prepare all financial statements, forecasts and analyses for all administrative and managerial functions. Develop credibility by providing timely and accurate analysis of

budgets, financial reports and trends to assist the Managing Director/General Manager/COO, the Board, and the executive team in performing their responsibilities.

- Manage all accounting operations including: Billing, A/R, A/P, GL, Cost Account, and Revenue Recognition. Maintain all accounting records and be responsible for development, analysis and interpretation of statistical and accounting information.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position. Support month-end and fiscal-year end close process. Coordinate and prepare annual audit.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs. Advise from financial perspective on any contracts into which the Club may enter.
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
- Coordinate and assist with the development of operating and capital budgetary processes
- Participate in Board and Committee functions as required, including attending monthly scheduled meetings
- Assure Club insurance packages provide optimal protection and competitive pricing
- Assist with development and implementation of cost control procedures
- Analyze and interpret financial data and provide financial attestations
- Understand and mitigate key elements of the Club's risk profile. File verified reports required by regulatory agencies including Forms 940, 941, 990, 1120, W-9, and Sec. 125

Accounting Functions

- Ensure the accuracy of member equity distributions
- Maintain the integrity of management information systems
- Examine and approve receivable, payable and payroll transactions
- Supervise collection activities in accordance with Club Bylaws
- Respond to membership and management inquiries
- Design and implement internal audit procedures
- Reconcile general ledger accounts and maintain work papers
- Plan and coordinate external audit activities

Personnel Functions

- Advise senior management of labor regulatory requirements
- Supervise Workers Comp Audit
- Supervise Accounting department

Systems Functions

- Optimize systems functionality and utilization
- Analyze feasibility studies on systems enhancements
- Monitor systems security procedures
- Oversee systems support services
- Evaluate and direct user training processes

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in accounting or finance with strong analytical, financial skills and the ability to provide succinct reports and recommendations; master's degree preferred. Minimum 5 years' experience functioning as CFO/Controller in hospitality field; knowledgeable with regards to club financial issues of funding, cash flow, trend analysis, forecasting, and major project experience. Prior private country club experience, Certified Public Accountant (CPA) and/or Certified Hospitality Accounting Executive (CHAE) preferred.

OTHER SKILLS AND ABILITIES

Employee must demonstrate detail-oriented, analytical capabilities, and positive interpersonal skills. Skilled in math application, 10-key adding machine operations, computer data entry, desktop spreadsheet and word processing programs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. General office environment. Some stress may occur. This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel to use a telephone keypad and computer keyboard and mouse. The employee frequently is required to talk or hear. Bending, stooping, sitting, standing, and lifting (up to 35 lbs.) may be encountered while performing required duties. Specific vision abilities required by this job include close vision.

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.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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:

Michael MacDonald, CCM
Managing Director
mmacdonald@quailcreekcc.com
13300 Valewood Drive, Naples FL 34119