

**Quail West Foundation, Inc.**  
**Chief Financial Officer**  
**Position Overview and Candidate Profile**  
**March 2019**

Quail West Foundation, Inc. is seeking a Chief Financial Officer (CFO) that will provide the leadership necessary to ensure that the Foundation has the proper operational controls, administrative and reporting policies and procedures, and qualified staff in place to ensure financial strength and operating efficiency.

**Quail West Foundation, Inc.**

Quail West is a private, gated residential community located in Naples, FL that has been in business since 1991. Amenities include two 18-hole Arthur Hills (and Drew Rogers) designed championship golf courses, a full practice facility, 8 clay tennis courts, 4 pickle ball courts, a recently renovated 125,000 square foot clubhouse that includes a new golf shop, casual dining room, full-service fitness facility and sports pavilion. The club has expansive grounds and a broad array of dining and recreational facilities.

**Our Mission**

To be the preferred residential club community and employer in Southwest Florida.

**Other Quail West Information**

- Annual Gross Revenues: \$18 MM
- Total Number of Members: 580
- Employees (FTE) in season:
- Initiation Fee: \$120,000
- Annual Dues: (including Capital) \$19,000

**Position Description**

The CFO of Quail West reports directly to the Chief Operating Officer (COO) and liaises with the Finance Committee Chairperson. Those reporting directly to the CFO include the Controller, Human Resources Manager, Information Technology Manager, Director of Membership and Director of Facilities. The CFO is ultimately responsible for all accounting and administrative functions and, in collaboration with the COO, directs strategic matters relating to budget management, financial analysis, forecasting, cash management and internal controls.

## The Chief Financial Officer:

- Oversees Quail West's financial operations including accounts payable, accounts receivable, payroll, and all associated reporting.
- Develops and administers policies and procedures to control and coordinate accounting, auditing, budgets, taxes and related activities and systems pertaining to financial matters.
- Prepares Foundation monthly financial reports for dissemination to the board of directors, finance committee and COO, including operating budgets and financial forecasts and analyses; maintains all accounting records; develops, analyzes and interprets statistical and accounting information; evaluates operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities; proposes corrective actions to help assure that budget and performance goals are met.
- Evaluates existing finance department personnel structure and oversees the hiring, scheduling, training, disciplining, performance coaching and professional development of department members.
- Provides ongoing support and education to department heads relative to formulating and managing capital and operating budgets and cash flow statements and projections.
- Attends monthly board, finance committee and other meetings as needed.
- Reviews monthly ledger reconciliations, including receivables, payables, bank and other asset accounts, and wage accounts.
- Supervises the preparation of audit papers and tax returns and reviews audits and tax returns for accuracy.
- Participates in the selection and negotiation of the Club's insurance policies and monitors property and casualty insurance policies to protect the Club's assets.
- Participates in the selection and negotiation of the employee benefits, including group health and 401(k) programs.
- Prepares a full report of the year's financial operations for presentation at the annual membership meeting.
- Oversees legal issues/cases, including personnel, worker's compensation and liability.
- Conducts annual review and serves as the steward of the Foundation and Homeowners Association's Capital Reserve Studies.
- Oversees and maintains membership financial information, including transfer fees, resignation list and promissory note tracking.
- Oversees the execution and update of the Foundation's Information Technology Plan. Assists with the evaluation of computer systems and applications for accounting, membership, point-of sale, fixed assets and other departmental systems.
- Reviews all cash disbursements and signs checks in compliance with the Delegation of Authority Policy. Ensures that Foundation personnel adhere to the Delegation of Authority Policy. Maintain relationships with banks to manage Club accounts and loans.

## CANDIDATE QUALIFICATIONS

The ideal candidate should be at an appropriate point in his/her professional trajectory – accomplished, yet well positioned to learn and grow and reach the pinnacle of his/her career while in our employ.

The successful candidate should:

- Have (at least) 10 years of progressive key financial leadership for an organization, preferably in the hospitality or club industry.
- Have a thorough understanding of relevant generally accepted accounting principles.
- Have a strong, working knowledge of information technology, including Microsoft Office Applications, Point-of-Sale front and back of house systems (Quail West uses Jonas software).
- Demonstrate strong leadership and collaboration skills with a passion for hospitality, a member-centric focus and the demonstrated ability to develop people and produce meaningful financial analysis to our principal stakeholders.
- Have demonstrated success in achieving a high-level of member satisfaction in overseeing financial affairs, interacting with all constituencies of the operation.
- Have genuine passion about driving member value and satisfaction.
- Be an exemplary steward of resources.
- Be an active developer and coach of direct reports and support staff.
- Have strong organization skills, attention to detail and the ability to adapt to various situations and needs quickly.
- Have proven management skills, along with the ability to clearly identify and articulate goals, effectively delegate responsibility and hold others accountable.
- Have a proven track record of working independently and on a high-performance team.
- Have well developed verbal, written, and interpersonal communication skills. He or she shall be an active listener and be able to communicate effectively in a multi-cultural work environment.
- Have the intuitive ability to communicate sensitive information in a timely, efficient and respectful manner.
- Be a courageous thought partner with the COO and Board. He or she must be a strategic thinker.
- Be an individual with unimpeachable character, strong business acumen and possess a high “club IQ”.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- A Bachelor's degree in accounting or finance is required; A Master's degree or Chartered Public Accountant certification is preferred.

## **SALARY & BENEFITS**

Salary is commensurate with qualifications and experience. The Foundation offers an excellent benefits package.

## **INSTRUCTIONS ON HOW TO APPLY**

Please prepare a thoughtful letter of interest and alignment clearly articulating your fit with the profile and the above noted expectations and requirements. Your letter, along with a current resume, should be addressed and sent to:

Mr. Tony D'Errico  
Chief Operating Officer  
Quail West Foundation, Inc.  
5950 Burnham Rd  
Naples, FL 34119