



**Chief Financial Officer
Bear Lakes Country Club
West Palm Beach,
Florida**

A Bear Lakes membership is a well-deserved reward. Whether your passion is golf, tennis, socializing, or all the above, you'll fit right into our active lifestyle. Members enjoy two world-class Jack Nicklaus Signature courses, 6 immaculate Har-Tru tennis courts, a junior Olympic-sized pool, and a calendar full of social and culinary events. Our contemporary 22,000-square-foot clubhouse with a panoramic view of the Lakes Course is ideal for relaxing and engaging in conversation.

Our Tradition is built on providing unique member experience. Enjoy a round of golf, play or watch a tennis match, lounge by the pool, or participate in our full calendar of golf, tennis, dining, and social events with friends and family. At Bear Lakes, you'll find all the amenities to indulge your interests and cultivate relationships. Once you experience it, you'll find no place you'd rather be.

Established in 1984, Bear Lakes proudly honors our history while adapting to meet the needs of our members. That's why we say Bear Lakes is "Tradition Redefined".

Mission Statement

Our mission at Bear Lakes is to provide exceptional service to our member-owned country club. We strive to create a member experience that makes us the club of choice!

Our Vision

Our vision is always forward, and we continuously challenge our employees to think bigger and build on our core structure. Our core structure will shape and mold Bear Lakes into the Club that members and employees want to be at!

Chief Financial Officer

Bear Lakes Country Club

Summary: Maintains a strong accounting and operational control environment to protect assets, streamline operations, and increase profitability. Develop a collaborative work environment with the club's board, Finance Committee, and other managers to achieve budgeted goals and excel in enhancing business performance by boosting profits, identifying new business opportunities, and implementing innovative business programs and strategies.

What You'll Do.....

Accounting

- Responsible for all accounting reconciliations and timely preparation and review of general ledger, trial balance and preliminary financial statements.
- Reconciles multiple operating and reserve bank accounts.
- Works closely with accounting on all banking items, e.g., loan payments and payroll/tax reconciliations.
- Monitors, updates and transfers of appropriate funds to maintain the integrity of accounts.
- Ensure compliance with internal control policies; recommend improvements to existing processes and procedures.
- Review daily bank balances and advise the COO/General Manager on cash flow issues.
- Review all cash disbursements and checks.
- Review accounts receivable and assists as needed past due account collection procedures.
- Assist with the annual budget and development process, specifically working with the department heads to prepare preliminary operating and capital budgets and reports.
- Issue monthly financial statements, capital cash flow projections and other supporting schedules.
- Oversee purchase order system and accounts payable, member billing and accounts receivable.
- Maintain banking procedures and oversee bank transactions, bank accounts and fund security and a relationship with the bank to manage club accounts, loans, and any association needs.

Leadership

- Responsible for leadership of accounting staff to ensure timely and relevant communication and productive teamwork on projects.
- Conduct meetings with accounting staff and prepare reports for COO/General Manager on all staff-related items, especially individual contributions related to specific job responsibilities and workflow.
- Communicate with co-workers, management, and external constituencies (club members, vendors) in a courteous and professional manner.
- Attend Board meetings, Finance Committee meetings, Audit Committee meetings and

other committee meetings when invited to be available to answer any financial questions they may have.

- Communicate and coordinate financial activities with the Board, Treasurer and Finance Committee and/or other committee chairs.
- Abide by all Bear Lakes Country Club policies and regulations, ensures appropriate implementation of GAAP, federal and state regulations.

Operations

- Participate in the selection of the group health, dental, 401(k) and life insurance programs.
- Participate in the selection of the Clubs insurance policies and monitors property and casualty insurance policies to ensure that assets of the Association are protected.
- Serve as Trustee for the Clubs 401(k) Retirement plan and maintain all plan asset records and documents.
- Assist with evaluating computer software systems and applications for accounting, membership, point-of-sale, fixed assets and other departmental software.
- Ensure that the COO/General Manager has all the information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.

Supervisory Responsibilities:

Manages subordinate employees in the accounting department. Responsible for the overall direction, coordination, and evaluation of the department

What's in it for you?

- Salary Range \$175,000-\$200,000, depending on experience
- Group health coverage (medical, dental, & vision)
- Employee Assistance Programs
- Pre-tax spending accounts
- 401(k) plan
- Company provided life insurance.
- Education extended for process and program needs.
- Employee meals
- Paid holiday schedule, paid vacation & sick/personal business

Requirements

Education/Experience:

Bachelor's degree (B. A.) in accounting from a four-year college or university plus a minimum of five years' related experience and/or training; or equivalent combination of education and experience. Country club and/or Hospitality experience preferred.

Please email resume and cover letter to hrrspecialist@bearlakes.org