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CHIEF FINANCIAL OFFICER PROFILE:

PORT ROYAL CLUB

NAPLES, FL

CHIEF FINANCIAL OFFICER AT PORT ROYAL CLUB

The Chief Financial Officer at Port Royal Club is a role designed for a dynamic financial leader eager to join and contribute to an exceptional team and be an integral part of rebuilding this incredible Club. In this position, you'll report directly to the General Manager/COO, serving as a critical financial advisor and collaborator in meeting the Club's goals and objectives. Your role involves overseeing the Club's financial health and creatively enhancing Member experiences and services. This opportunity is perfect for a finance professional who is passionate about applying their expertise in a way that will have a notable impact — driving strategic decisions and fostering a culture of excellence and Member satisfaction.

[Click here to view a brief video about this opportunity.](#)

ABOUT PORT ROYAL CLUB

The Port Royal Club, nestled in south Naples, Florida, is a beach club focused on luxury living and leisure with membership tied to property ownership in the prestigious Port Royal neighborhood. The Club's new clubhouse, designed with meticulous attention to detail, aims to exceed the expectations of its current and future members.

In a recent member vote with a 93% approval, the Club will soon be breaking ground on a new \$100M clubhouse project this summer and is expected to reopen in the fall of 2026. Embracing the West Indies architectural heritage, the clubhouse's design is one of timeless elegance. Its construction plan ensures efficiency, cost-effectiveness, and timely completion, demonstrating a commitment to excellence. Club leaders have actively engaged members in the development process, recognizing their pivotal role in shaping the Club's future.

With input from a majority of participants through town hall meetings and surveys, the clubhouse's priorities reflect the desires of its discerning members. Expansive waterfront vistas and multiple dining venues, including poolside and Gulf-view options, will cater to diverse preferences. The 50,000-square-foot, two-story clubhouse will offer lush outdoor spaces, offering a serene environment to savor the Club's pristine beachfront environment.

The main level will feature a family casual dining area, a member lobby with a lounge and coffee bar, and banquet facilities that can accommodate up to 150 people for private events. The outdoor Sunset Bar will provide a perfect setting to unwind and catch picturesque sunsets. Upstairs, a la carte dining options and indoor private dining spaces will cater to more intimate fine dining gatherings. The wine cellar and member wine lockers ensure the finest selections for oenophiles as many club members own their own vineyards. The lower level offers direct access to the beach and pool, with covered outdoor dining areas, a pool bar, cabanas, and shade gardens.

PORT ROYAL CLUB BY THE NUMBERS:

- 100M Budget (Opening Fall 2026)
- Architect: Hart Howerton, Interior Designer: Champalimaude
- Three distinct dining outlets (beach/pool dining, family casual dining, a la carte dining)
- Four bars/lounges
- Private dining rooms
- Anticipated Total Operating Revenue: \$27M
- Anticipated Dues Revenue: \$15M
- Anticipated F&B Revenue: \$10M
- Club Joining Payment: \$315,000 (non-refundable)

- Anticipated Annual Dues: \$20k/year
- Number of Members: 665
- Average Age of Members: 68
- The Club is organized as a 501(c)7
- The Club uses Jonas for POS and Accounting

PORT ROYAL CLUB WEBSITE: www.portroyalclub.org

CHIEF FINANCIAL OFFICER – POSITION OVERVIEW

The CFO will lead the finance team and instill industry best practices to the club's financial processes to maintain control, minimize risk, and drive financial results. They will support management on all financial data, analysis, and processes relevant to the day-to-day operation of the Club. This hands-on individual will ensure accurate financial processing such as payroll, accounts payable, accounts receivable, and expense reports. They will guarantee the timely completion of yearly financial audits. The CFO will lead, mentor, coach, and grow the finance and accounting team as needed.

The CFO will 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; and prepare financial statements, forecasts, and analyses for all administrative and managerial functions. The CFO will maintain all accounting records and be responsible for developing, analyzing, and interpreting statistical and accounting information. The CFO will evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends, and increased profit possibilities.

FINANCIAL MANAGEMENT:

- Ensure all financial documents are up to date and effectively formatted for communication with decision-makers.
- Provide leadership and guidance in financial decision-making, compiling facts and data to support processes.
- Analyze financial information, create timely projections, and advise all Club departments on performance.
- Provide departments with weekly flash reports, ensuring data accuracy and timely operational adjustments.
- Research and implement the latest technology trends to enhance efficiency and communication.
- Oversee the club's IT support needs and purchases, whether outsourced or internal.

LEADERSHIP AND TEAM MANAGEMENT:

- Assist with hiring, training, performance coaching, and disciplining department employees within approved club policies and compliance with governmental agencies.
- Assess, mentor, hire, train, develop, and retain finance and accounting staff, conducting annual performance reviews and developmental plans.
- Lead and develop the finance team, ensuring effective financial operations and support for CapEx projects.
- Energize the team and build a strong financial culture driven to excellence with an appropriate sense of urgency.

PROJECT MANAGEMENT:

- Experience in Clubs, start-ups, and the like is a plus.
- Experience with construction and renovation projects and reporting on both is desired.
- Manage the budget process, cash flow, and expectations for project preparation, approval, execution, and monitoring; collaborate with the GM/COO and department heads to ensure understanding, ownership, and buy-in; and ensure the budget is realistic.
- Provide real-time or timely reports on financial issues impacting project budgets and timelines.

COMPLIANCE AND FINANCIAL REPORTING:

- Ensure there are no material weaknesses found in the annual audit.
- Submit all financial reports and tax forms accurately and in a timely manner.
- Maintain a formal policy of internal controls and monitor policy compliance throughout the club.
- Monitor, project, and routinely report cash flow.

- Participate in selecting the Club's insurance policies and monitor property and casualty insurance policies to ensure asset protection.
- Serve as Trustee for the Club's 401(k) Retirement plan and maintain all plan asset records and documents.

STRATEGIC GUIDANCE:

- Direct financial operations with the club's GM/COO and develop policies regarding accounting, auditing, budgeting, revenue, and cost control procedures.
- Develop, implement, and maintain planning and budgeting processes that are proactive, structured, and transparent.
- Analyze cash flow, cost control, and expenses to pinpoint potential areas for improvement.
- Anticipate unfavorable financial results or variances, conduct research, and offer preliminary explanations and appropriate countermeasures.
- Support monthly reviews with management teams and provide weekly reporting and monthly financial and operational outlook forecasting.

STAKEHOLDER COMMUNICATION:

- Communicate and coordinate financial activities with the Board, Treasurer, Finance Committee, and committee chairs.
- Attend Board meetings, Finance Committee meetings, Audit Committee meetings, and other committee meetings to answer financial questions.
- Serve as an engaged leader who drives financial controls and results, offering consistency, timeliness, and accuracy of finances and reporting.
- Participate in Finance Committee Meetings and Board of Directors meetings, providing input and communicating data-driven recommendations.

KNOWLEDGE AND SKILLS QUALIFICATIONS

- Excellent knowledge of finance, accounting, and financial management techniques.
- Proficient in analyzing, interpreting data, and preparing reports.
- Strong verbal and written communication skills with the ability to understand and follow verbal and written instructions in English.
- Skilled in maintaining professional relationships with superiors, co-workers, members, and vendors.
- Effective multitasking capabilities in a fast-paced environment.
- Possesses "Hospitality DNA" and thrives in a team-oriented environment, meeting deadlines consistently.
- Demonstrates an "executive presence" with excellent presentation and communication skills.
- Experience working with volunteer Boards and committees is a plus.
- Strong working knowledge of current technology and software programs.
- Experience with construction and renovation projects, including reporting, is desired.
- Proficient in the administration of 401k and defined benefit retirement plans.
- Ability to gather relevant inputs from individuals across various functions and experience levels for informed forecasting and analysis.
- Committed to stewardship for ensuring financial stability through well-managed and fiscally responsible processes.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree from a four-year college or university with a concentration in Finance or Accounting combined with a minimum of five years of related experience and/or training.
- Private Club experience preferred but not required.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package, including association membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to the Port Royal Club, Jeff Hartigan, General Manager/COO, and clearly articulate your alignment with this role and, why you want to be considered for this position at this stage of your career, and why PRC and the Naples area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than July 1, 2024. Candidate selections will occur early in July, with the first Interviews expected in July and the second interviews a short time later. The new candidate should assume his/her role in late August.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Port Royal”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor at bethany@kkandw.com.

Search Executive:

Michelle A. Riklan

Search & Consulting Executive

908-415-4825 (M) – Freehold, NJ

michelle@kkandw.com