

CHIEF FINANCIAL OFFICER PROFILE: SAWGRASS COUNTRY CLUB PONTE VEDRA BEACH, FL

THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT SAWGRASS COUNTRY CLUB

Sawgrass Country Club in Ponte Vedra Beach, FL, seeks a Chief Financial Officer to lead the Club's financial operations and serve as a strategic partner to the General Manager, Treasurer, and Board. This hands-on leadership role ensures financial accuracy, accountability, and strategic decision-making in a dynamic and highly engaged private club environment. As part of a collaborative team, the CFO will work closely with department heads, providing financial insights and guidance to support operational excellence. The ideal candidate is a forward-thinking finance professional with strong business acumen, a commitment to stewardship, and the ability to balance high-level strategy with day-to-day financial management. A results-oriented mindset, the ability to adapt in a fast-paced setting, and a dedication to enhancing the member experience are key attributes for success in this role.

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

SAWGRASS COUNTRY CLUB

Located on the ocean in Ponte Vedra Beach, Sawgrass Country Club is known for being a close-knit community, filled with generations of members from all over the country, seeking a private place to enjoy life's simple moments. The Club is active throughout the year, offering activities for the young and young at heart.

Sawgrass Country Club is located in beautiful Ponte Vedra Beach, Florida, within a gated residential community. While protected from overdevelopment and congestion, the Club is just a 20-minute easy drive to downtown Jacksonville, a few more minutes to Jacksonville International Airport, and an equally short run south to St. Augustine.

Members include a stimulating mix of current and retired high-level corporate executives, military and government officials, consultants, educators, and entrepreneurs. Yet the social climate is relaxed and low-key, with 20% of their members under the age of 55. Overall, there's a delightful and refreshing absence of posturing, and as members gain new friends, they may only learn of their notable accomplishments from others. In recent years, the Ponte Vedra Beach area has experienced a surge in families relocating to the area to take advantage of the excellent school systems in St. Johns County, which has been rated the #1 school district in the state of Florida for over 10 years consecutively. In response, the Club has created an exciting array of family-friendly offerings, including family-friendly dining options at the Beach Club and childcare while using the facilities.

MISSION STATEMENT

Provide an exceptional Sawgrass Experience by combining our oceanfront location with excellent facilities, programs, and services for the enjoyment of our members.

VISION STATEMENT

Securely establish Sawgrass Country Club as the first choice for those seeking the best private club experience in our area through a commitment to enduring excellence.

SAWGRASS COUNTRY CLUB BY THE NUMBERS-

- \$26M Club Revenue Budget
- \$7M Food & Beverage Revenue
- 1500 members
- 300 employees

- Staff includes Controller, Accounts Payable and Accounts Receivable

Sawgrass Country Club Website: www.sawgrasscountryclub.com

CHIEF FINANCIAL OFFICER – POSITION OVERVIEW

The Chief Financial Officer at Sawgrass Country Club is a role designed for a dynamic financial leader eager to join and contribute to an exceptional team. In this position, you'll report directly to the General Manager 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 passionate about applying their expertise in a prestigious Club environment, driving strategic decisions, and fostering a culture of excellence and Member satisfaction.

The CFO will lead the finance team and financial processes to maintain control 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.

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.

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 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.
- 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 GM of the Club and develop policies relating to 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.
- Previous experience working directly with banks on financial strategies for capital projects.
- 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.
- 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.
- Possesses "Hospitality DNA"
- 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.
- Country club and/or Community Association 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 benefits package, including industry 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 Mr. Stefan Brunt, General Manager/COO, and clearly articulate why you want to be considered for this position at this stage of your career and why Sawgrass Country Club and the Ponte Vedra Beach/Jacksonville area will be beneficial to you, your family, your job, and the Club if selected.

You must apply for this role as soon as possible but no later than Monday, March 31, 2025. Candidate selections will occur in early April 2025, with the first Interviews expected in April 2025 and the second interviews a short time later. The new candidate should assume their role in early May 2025.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Sawgrass”

(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:

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Search & Consulting Executive

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