



Chief Financial Officer (CFO) Job Description

FLSA: Salary/Exempt

CLASSIFICATION: Full-time, year round

REPORTS TO: General Manager/COO

SUPERVISES: Controller, Accounting Manager

CLUB OVERVIEW:

Club Pelican Bay is the centerpiece of one of the most desirable residential communities in Naples, located only minutes away from three miles of private white sandy beaches and the turquoise waters of the Gulf of Mexico. Founded in 1980, Club Pelican Bay includes a 50,000 square foot two-story Clubhouse, Golf Shop and Locker Facility, 27-hole Championship Golf Courses, Wellness Center, Spa and Croquet Courts.

The Clubhouse offers dining amenities, including three a la carte restaurants, two outdoor terraces and a ballroom with seating for up to 300 guests supported by two well-equipped kitchens. Additionally, there is full-service dining and bar service offered in both locker rooms, along with a 10th Tee halfway house and is supported by its own kitchen.

Notably, starting in 2016, Club Pelican Bay underwent a \$45M capital plan including; the construction of a new Clubhouse, Golf Shop and Locker Facility, Wellness Center, and Spa. Additionally, the golf course was renovated and re-grassed with Bimini fairways and TifEagle greens.

The CFO be a dynamic, highly visible and accessible leader for the staff and Members alike. Potential candidates will be among the best in the industry and possess all the requisite skills, leadership qualities and personal traits suited for a premier private club.

CLUB DETAILS:

- 1,050 total Memberships, which include Golf, Summer Golf and Social Memberships
- 329 on Joining Waitlist
- \$21M Total 2025 Budget
- \$5M Food & Beverage Revenue
- 225 employees in-season/ 150 employees year-round
- Website: www.ClubPelicanBay.com

GENERAL SUMMARY:

The CFO is a full-time, exempt employee of Club Pelican Bay, reporting directly to the General Manager/COO(GM) and working in partnership with other Club Directors and employees. The CFO will lead the Club's accounting functions. The CFO has direct responsibility for the financial operations of the Club, including accounts payable, accounts receivable, fixed assets, general ledger, cash flow analysis, internal controls, audit, budget development, payroll, treasury & debt management, operational performance and reporting, operational and strategic dashboard reporting, and peer club benchmarking, to assist Club Pelican Bay in achieving its financial, operational and strategic objectives.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Overall management of the accounting functions of the Club.
- Maintains continuous lines of communication, keeping the GM informed of all critical issues.
- Assists with high-level decisions on Club policies and strategies.
- Develops and administers policies and procedures to control and coordinate accounting, auditing, budgets, taxes, and related activities and systems pertaining to financial matters.
- Directs the preparation and presentation of the Club's budget in collaboration with the various Department Leaders, Committees, and the GM.
- Directs the preparation of all financial statements, including but not limited to income statements, balance sheets, tax returns, and government agency reports.

- Directs or participates in the taking of all physical inventories; verifies values; investigates variations between actual and recorded values; calls such variations to the attention of the appropriate Department Leader.
- Develops, analyzes, and interprets statistical and financial information; evaluates operational performance for cost control, revenue maximization, trends, and efficiency opportunities; proposes corrective action to ensure that budget and performance goals are met.
- Provides analytical support to the management team, including the development of internal management reporting capabilities.
- Leads management reporting, including KPIs, dashboards, business trends, budget vs. actual and forecast, and peer club benchmarking.
- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Prepares and/or supervises preparation of applicable federal, state, and local tax returns.
- Maintains Fixed Asset ledgers and prepares depreciation schedules for monthly entries.
- Reconciles monthly ledgers including bank, receivables, payables, and all other accounts.
- Formulates, receives, and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, the compilation of statistics, and office methods and procedures.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Assists with identifying and monitoring strategic planning initiatives and develops dashboard reporting mechanisms to continuously track and benchmark progress.
- Communicates and coordinates financial activities with the Board, Treasurer and Finance Committee, and/or committee chairs. Is a key presenter and communicator of financial outcomes and projections in these meetings.
- Attends Finance Committee meetings, and other committee meetings, as required.
- Manages and conducts internal auditing programs to help ensure that records are accurately maintained and that established policies and procedures are satisfactorily and consistently followed.
- Participates in the selection and negotiation of the Club's insurance policies, monitors property and casualty policies to protect Club assets and ensures proper record keeping is maintained.
- Participates in the selection and negotiation of employee benefits, including group health and 401(k) programs.
- Assists in monitoring the best practices for HR strategies, functions, and initiatives, including administering the Club's 401(k) program.
- Develops goals and strategies to incorporate advancements in information technology and monitors existing infrastructure and systems to ensure effectiveness.
- Oversees legal issues/cases, including personnel, worker's compensation and general liability.
- Ensures that all accounting and administrative employees adhere to the roles and responsibilities associated with their positions.
- Collaborates with the Director of Membership, ensuring all legal Membership documents are completed accurately and in a timely manner for all new Members.
- Performs other duties as assigned by the GM.
- Directly supervises the Controller and Accounting Manager.

JOB KNOWLEDGE, CORE COMPETENCIES AND EXPECTATIONS:

- Characteristics of a successful CFO include honesty, straightforwardness, integrity, accountability, leadership, and dedication.
- Able to inspire and motivate others, earn the respect of the members and employees as well as the community at large.
- Always conducts himself or herself in a responsible and professional manner while at or away from the Club and encourages other staff members to do the same to reflect the proper image of the Club throughout the community.
- Able to be diplomatic and tactful – yet firm – in dealing with member constituents.
- Must demonstrate interpersonal relations skills; be an excellent communicator and a competent administrator; and must be able to effectively communicate the Club's vision.
- Ability to set goals and objectives as well as delegate to and coach the department managers and their staff.
- Ability to manage cross-functional teams and multi-disciplinary projects.
- Displays sound judgment.
- Ability to think strategically while meeting operational and near-term objectives.
- Financial aptitude commensurate with executive duties.
- Helps to set and maintain high standards for all facilities, services, and communications.

- Knowledge of and ability to perform required role during emergency situations.
- Attends conferences, workshops, and meetings to keep-up with current information and developments in the field to enhance their value and quality of services to the members.

EDUCATIONAL AND EXPERIENCE REQUIRED:

- Bachelor's degree from a four-year college or university in accounting and at least 5 to 7 years of professional accounting experience with at least three of those years at the CFO/Controller level or equivalent experience in country club operations and or the like.
- Strong oral, written and interpersonal communication skills.
- Strong organizational skills, attention to detail, and ability to multi-task.
- ClubEssential software experience, preferred.
- Proficiency in Microsoft Excel, PowerPoint and Word.
- Prior Country Club experience, required.
- Prior experience with Club renovations/construction, preferred.
- Must be comfortable in a fast paced, ever changing environment and have a strong desire to build systems and procedures while understanding the flexibility needed in a transition and building period
- Must exhibit a "can-do" attitude to productively solve problems. Develop and propose solutions to problems that occur.
- Must be a proven collaborator, diplomatic, supportive, well-respected, and contributing team member.
- Must be a relationship builder.
- Strong knowledge of the Club's local market area.
- Must have a professional demeanor, a gracious attitude and a demonstrated ability to establish and maintain effective working relationships with all departments, team members, current and prospective Members and business partners.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position:

- While performing duties of this class, the employee is regularly required to work on multiple concurrent tasks with constant interruptions, read and interpret documents and information; use oral communication skills; interact with Club Pelican Bay Staff, Membership, the general public, and others encountered in the course of work.
- The employee is regularly required to stand and/or sit for long hours.
- Must be able to talk and hear in person and by telephone.
- Must use hands to operate, finger, handle, or feel office equipment.
- Must reach with hands and arms.
- Work is performed in a professional office setting utilizing telephone, computer, and other office equipment.
- Ability to perform first aid and CPR while utilizing the emergency equipment.
- Move or lift objects up to 30 pounds.
- Must be able to climb, crawl, reach, stoop, kneel, crouch, crawl, push or pull.
- Must have close, distance, peripheral, and color vision along with the ability to adjust focus.
- Must have valid driver's license.

Club Pelican Bay is an Equal Opportunity employer and offers opportunities to all candidates including those with disabilities. All qualified candidates/employees will receive consideration for employment without regard to that individual's age, race, color, religion or creed, national origin or ancestry, sex, pregnancy, sexual orientation, gender, gender identity, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law. If you need reasonable accommodation to assist with your application and or to perform the essential duties and responsibilities please reach out to the Director of Human Resources. Club Pelican Bay is a drug-free workplace.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this job. They do not constitute an employment agreement between the employer and employee; other duties may be assigned as the needs of the employer and requirements of the job change for the company's overall benefit.

Qualified candidates should send their cover letter and resume to Kyla Torgersen
[\(\[KTorgersen@clubpelicanbay.com\]\(mailto:KTorgersen@clubpelicanbay.com\)\)](mailto:KTorgersen@clubpelicanbay.com)