



9909 Old Club Road
Parkland, FL 33076

Director of Finance

Parkland Golf & Country Club - Parkland, Florida

Nestled within 790 acres in what is affectionately referred to as the "Relaxed City," Parkland Golf & Country Club offers a unique blend of active recreational living and ultimate convenience. In the heart of the community is our 18-hole, par 72 Greg Norman-designed golf course, the Club stands as a beacon of luxury and leisure.

In 2024, we completed nearly \$25 million in renovations, enhancing every aspect of the Club. Our redesigned and enhanced golf course is just the beginning. We now feature a state-of-the-art fitness center and spa, The Park Restaurant, the Kid's Cove Activity Center, and we're excited to announce the upcoming addition of six pickleball courts. These additions complement our Tennis Center with its 10 courts, resort style pools with Tiki Bar, and expansive outdoor space boasting 73 water features with several reflection ponds.

At Parkland Golf & Country Club, we take pride in building on our strong reputation, offering unparalleled value within the tri-county area of South Florida. But our Club is more than just a collection of world-class facilities. It's a lifestyle—a perfect balance of style, convenience, and community. Here, you'll find a tight-knit neighborhood marked by active living, shared experiences, and a wealth of amenities that cater to every interest.

About The Position

The Director of Finance at Parkland Golf & Country Club plays a crucial role in overseeing the community, sports club, and golf club's financial operations and ensuring its fiscal health, including financial planning/analysis, budgeting and forecasting, financial reporting, cash management, internal controls and compliance, and risk management.

The Director of Finance is responsible for the financial management and processes for three lines of business consisting of the Sports Club, Golf Club and HOA: planning, directing, and coordinating the financial, accounting, and administrative activities of the facilities.

As a department head, the Director of Finance currently leads a staff of three individuals while reporting to the property's General Manager/COO and serves as the staff liaison for the finance committee.



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Job Responsibilities

- Responsible for financial management and processes for three separate entities consisting of a Sports Club, Golf Club, and HOA.
- Implements and adheres to policies and procedures for the accounting function, including compliance of all company accounting standards.
- Oversees accounting and administrative controls as to safeguard the assets against theft and internal fraud.
- Responsible for preparing and monitoring annual budgets, monitoring revenue goals as well as generating various (weekly, monthly, quarterly, and annual) business volume forecasts.
- Monitors and coordinates property plans of overall future objectives, including projection of revenue, cost, net income, cash position, cash management, and capital requirements.
- Prepares and submits monthly financial statements and supporting schedules that identify actual to budget, variance and over/under based on the plan.
- Performs or monitors daily revenue audits for revenue generating departments (i.e., Golf, Food & Beverage, etc.).
- Analyzes various accounting reports such as accounts receivable, accounts payable, inventory, various general ledger, and monthly financial statements.
- Prepares, coordinates, and reviews the closing of year-end books and records; assists with annual audit with outside accounting firm.
- Recommends to management the implementation of policies, procedures, processes, and controls based on continual analysis of current accounting processes.
- Establishes accounting protocols and workflows based on property needs, ensuring compliance with accounting standards.
- Monitors contracts with facility's vendors.
- Ensures collection and payment of applicable local, state, and federal taxes. Prepares or reviews preparation of monthly sales tax reports.
- Manages both accounts receivable and accounts payable functions to include but not limited to processing invoices, preparing statements, making payments, collections, reconciliation, and record keeping.
- Reconciles and audits multiple bank accounts.
- Responsible for training, planning, assigning, and directing work, evaluating performance, rewarding, and disciplining associates, addressing complaints, and resolving problems.
- Monitor Shared Services and Intercompany transactions for compliance.
- Updating of Reserve Study/Capital Asset Planning.
- Participates in the Long-term Strategic Planning of the property.
- Regular and reliable attendance.
- Performs other duties as required.



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Education/Experience

- Bachelor's degree in accounting and six to ten years related experience
- Experience in Hospitality Industry, HOA community and/or private clubs
- Experience in Clubessential-Jonas POS/Accounting software a plus
- CPA License preferred, not required

Parkland Golf & Country Club offers an attractive and competitive compensation and benefits package to include:

- Competitive base salary and performance bonus
- Medical, Dental, and Life Insurance coverage
- 401k plan with generous match
- Employee golf privileges and merchandise discounts
- Meals and other employee incentives
- Professional development allowance
- Paid time off

To apply send resume and cover letter to tom.tripoli@parklandgcc.com position to be filled no later than April 2025.