

River Strand Golf and Country Club is looking for a skilled and experienced Director of Finance to join our team. The Director of Finance will be responsible for providing timely and accurate financial statements, reports, forecast, and analysis, performing accounting services, complying with company accounting policies and procedures, and ensuring compliance with internal reporting requirements. This position is directly responsible for overseeing the accounting department and its staff.

River Strand has homes for golfers and non-golfers. For the golfer there are 1,299 golf-deeded homes. Membership to our golf course is only available to those homeowners. For the non-golfer there are 571 homes which come with a social membership.

The 39,000 square foot clubhouse was recently refurbished in Floridian colors and character and offers dining facilities in a semi-formal dining area, a grille room, and a Tiki bar for those who want to enjoy our beautiful Florida weather. The clubhouse also has a fitness center, aerobics room, locker rooms, resort style pool, resistance pool, and heated spa. Our Pro Shop carries the latest in golf technology and apparel and the Pro Shop staff are certified teaching professionals, ready to help you with every part of your golf game.

Adjacent to the clubhouse is the Racquet Sports Pro Shop and 9 Har-Tru clay tennis courts. Racquet sports extend to the community center and 8 pickleball courts. The Racquet Pro Shop offers products for sale, and services such as racquet re-stringing and lessons. Our Racquet Pro Shop staff are certified teaching professionals and are ready to help you with your tennis and pickleball needs.

In addition to six satellite pools strategically located throughout our community, River Strand's community center has a second resort style pool with a heated spa. At our community center, members can get in shape at a second fitness center. They can frequently be found playing Bridge, Mah Jong, Bingo, simply getting together for social events, or competing with other members on our half-court basketball courts.

River Strand hosts several events throughout the year with live entertainment. These include holiday parties, Trivia nights, Name That Tune competitions, and pool parties.

RIVER STRAND GOLF & COUNTRY CLUB BY THE NUMBERS

Club

- \$12+M Annual Operating Revenue, including

Association

- \$4M in Reserves
- 1,299 Golf Deeded Home Members
- 571 Social Deeded Home Club Members

ESSENTIAL JOB FUNCTIONS:

- Prepare timely and accurate monthly financial statements, reports, and forecasts as required by company policy and review with executive staff.
- Ensure compliance with HOA statutes, and Sarbanes-Oxley requirements. Meet reporting deadlines.
- Coordinate monthly variance explanations to accompany club financial statements.
- Prepare annual financial plans and updates. Prepare monthly forecast and updates.
- Coordinate and review budgets and conduct monthly job revision budget reviews with personnel. Assist in development and monitoring of general and administrative budgets. Review budgets monthly with senior management.
- Responsible for the coordination of audits with internal and external auditors and responding to audit requests.
- Evaluate new opportunities and provide input into purchase and sale agreements, operating agreements, management agreements.
- Oversee the processing of invoices to ensure the accurate and timely payment of all vendors and subcontractors in accordance with contracts and budgets and ensure that real property is protected.
- Responsible for the coordination of the preparation of the Quarterly/Monthly Operations review meetings.
- Facilitate bi-weekly club payroll funding.
- Prepare and review monthly projected cash needs to facilitate deficit funding request from developer.
- Supervise financial close activity and general ledger maintenance, including balance sheet reconciliations.
- Manage relationships with vendors.
- Identifies and implements process improvement and automation.
- Manage capital acquisition process with the General Manager
- Review equipment leases and facilitate execution of lease agreements.
- Prepare ad-hoc reports as requested.
- Ensures all regulatory requirements are met on a timely basis, (sales tax filings, tangible taxes, business licenses)
- Work with HROI to prepare year-end 1099s.
- Work closely with the General Manager to manage and control financial results, identifying areas of both growth potential and operating efficiency.

LEADERSHIP/RELATIONSHIP/PERFORMANCE MANAGEMENT:

- Develops synergy between Board members and staff to create a cooperative, productive atmosphere in which creative and strategic thinking thrive.
- Cultivates relationships with members and guests to ensure member satisfaction goals are met.
- Committed to the development of staff in achieving business goals.
- Ensures compliance with all local, state, and federal laws.

CANDIDATE QUALIFICATIONS, SKILLS & ABILITIES:

- Possesses excellent oral and written communication skills and can interface well with staff, Club members, homeowners and guests.
- Has strong interpersonal skills and can effectively address problems and facilitate favorable resolutions.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in finance & accounting from a four-year accredited college or university or another related field preferred.
- 5 -7 years of experience in professional accounting with at least 3 of those years at the Controller level or equivalent, preferably in a homeowner's association operation or country club.
- Proven track record in leading and directing staff.
- Experience with Club Systems (Jonas) a plus.
- Experience with Paychex, Shift 4 Systems a plus.
- Minimum of 3 years' experience managing a finance/accounting team.
- CPA or CHAE preferred.

SALARY & BENEFITS

- Salary is commensurate with qualifications and experience. We offer an excellent bonus and benefits package along with benefits.

HOW TO APPLY

- Send Resume', cover letter and references to: River Strand Golf & Country Club C/O Nancy Berman 7155 Grand Estuary Trail, Bradenton, FL 34212 or email: nberman@riverstrandgolf.com