



CHIEF FINANCIAL OFFICER SHADOW WOOD COUNTRY CLUB

POSITION OVERVIEW

Shadow Wood Country Club is looking for an exceptional Chief Financial Officer (CFO) who will provide the leadership, management, and vision necessary to ensure the Club has the proper operational controls, administrative and reporting procedures, and people systems in place to grow the organization effectively and to provide financial strength and operating efficiency. The CFO will work closely with the GM/COO and the Management Team and perform specific responsibilities as requested by the Board of Directors. Shadow Wood Country Club is recognized as one of the premiere large clubs in the country.

The CFO will be part of a dynamic team that oversees an operating and capital budget that is approximately \$40M annually.

The position directly reports to the GM/COO and supervises the Administration office, which includes: Controller, Assistant Controller, Accounts Payable/Receivable, It Manager H/R Associate. The selected individual will serve as a true strategic partner who will be instrumental in taking the Club to the next level of financial stability and success and will help support the Club's current and future vision in conjunction with the strategic plan.

SHADOW WOOD COUNTRY CLUB

Club Overview: Shadow Wood Country Club, located between Naples and Ft. Myers Florida, was originally developed by the Bonita Bay Group in 1998, before becoming Member Owned in 2010. Blessed to exist in the highly desirable SW Florida region, Shadow Wood CC is a 54-hole private, member-owned facility with 900 Golfing Memberships. The Club currently enjoys full membership and a waitlist to become a future member.

The club consists of two campuses. The Brooks campus houses 1481 homes, the main clubhouse and 36 holes of golf, 9 tennis courts, 3 bocce courts, and the Preserve campus houses 293 homes, a clubhouse, fitness center, 18 holes of golf.

The Club is in the process of completing a \$22.5M new Lifestyle Center Project. This project includes adding a new separate 35,000 square foot clubhouse from the main clubhouse, new club entrance, resort-style pool, 6 indoor pickleball courts, halfway house, 8 tennis courts and a pool café that will seat 100.

Shadow Wood Country Club Vision Statement: Shadow Wood Country Club strives to provide a high-quality Club experience for all our members and guests. This is achieved by creating a friendly environment, embracing feedback from our members, keeping our facilities and offerings relevant and fresh, caring for our staff, and being a good neighbor for our community. Shadow Wood Country Club

Mission Statement: The mission of Shadow Wood Country Club is to enrich the lives of its members by providing exceptional golf, sports, and social activities that foster friendship and fellowship within a private, safe and secure, member-owned setting in a fiscally responsible manner.

SHADOW WOOD COUNTRY CLUB BY THE NUMBERS

- Operating Revenue: \$28.0M
- Annual Dues Volume: \$17.5M
- Number of Members: 875 Full Golf, 25 Executive, 7 Senior, 90 Golf in Waiting, 197 Lifestyle, 47 Social, 47 Clubhouse
- Initiation Fees: \$150,000

- F&B Volume: \$5.6M

- Average Age of Member: 72
- Number of Employees: 155 Full Time, 150 Part Time
- Gross Payroll: \$14.5M
- Annual Rounds: 100,000
- Taxable Status: 501c7
- Board: 9 members, 3-year terms

SHADOW WOOD COUNTRY CLUB WEBSITE: www.shadowwoodcc.com

CHIEF FINANCIAL OFFICER

Key attributes, characteristics, and style of the successful new leader

- Demonstrates strong team and collaborative skills, with a history of fostering a positive working environment.
- Has a record of proactive financial leadership and innovation, with a solutions-oriented approach to work.
- Maintains high standards for themselves and their team; **sets goals, mentors, coaches, inspires, and holds people accountable.**
- Operates within a team-oriented structure, fostering collaboration and mutual support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

TEAM MANAGEMENT AND DEVELOPMENT

- Assists with hiring, training, performance coaching, and disciplining of Administration department employees within all approved Club policies and compliance with all governmental agencies.
- Provides continuing support and education to the Department Heads on budget development and variance reporting.
- Assists the GM/COO in overseeing all Club H/R.
- Assists GM/COO in overseeing all employee benefits.

- Assists GM/COO in overseeing Club insurance needs.

FINANCIAL REPORTING AND COMPLIANCE

- Oversees Clubs annual audit.
- Ensures that all financial reports and tax forms are submitted accurately and promptly.
- Reviews and supervises the preparation of audit papers as required for outside auditors. Reviews audit for accuracy and recommends to the auditors before issuing the final report.
- Provides necessary information to prepare all tax returns and reviews prepared tax returns for accuracy.
- Reviews and reconciles all cash disbursements.
- Communicates and coordinates financial activities with the Board, Treasurer, Finance Committee, and/or committee chairs as requested.
- Attend Board meetings as needed, Assists Club Treasurer in overseeing Finance Committee meetings, and is available to attend other committee meetings as needed.

BUDGETING AND FINANCIAL PLANNING

- Directs, monitors, reports, and interprets all accounting, reporting, and budgetary aspects of the Club's operation.
- Prepares and issues monthly financial statements and other supporting schedules, including a written analysis, in a timely manner.
- Develops and maintains payroll budgets, forecasts, and industry trends and proactively identifies potential opportunities and areas of concern related to payroll by the department.
- Prepares working papers on operating, capital, and capital budgets, working with the GM/COO and department heads to revise and adhere to budgetary guidelines and make suggestions.
- Prepares G&A departmental budgets and payroll-related items.

LEGAL AND COMPLIANCE

- Oversee the collection of delinquent member accounts as necessary.
- Participates in the selection of the Club's insurance policies and monitors property and casualty insurance policies to ensure that the assets of the Club are protected.
- Assists the GM/COO and Compensation Committee with the Club's 401(k) Retirement plan and maintains all plan asset records and documents.

INFORMATION TECHNOLOGY AND SYSTEMS

- Oversees the Club's IT support needs and purchases, whether outsourced or internal.
- Assists with evaluating computer software systems and applications for accounting, membership, point-of-sale, fixed assets, and other departmental software as requested.

BANKING AND INVESTMENTS

- Maintains relationships with the bank to manage Club accounts, loans, investments, and any Club needs.

GENERAL AND OTHER DUTIES

- Ensures that the GM/COO has all the information required to run the operation efficiently and is always proactively informed to address the members professionally and with the correct information.
- Communicates with members, co-workers and management courteously and professionally.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.
- Is a strategic thought partner with the GM/COO in strategic decision-making, modeling, and forecasting.
- Performs other duties as assigned by the GM/COO.

KNOWLEDGE AND SKILLS QUALIFICATIONS

- Demonstrates excellent knowledge of finance, accounting, and financial management techniques.
- Skilled in analyzing and interpreting data and preparing reports, including forecasting and modeling.
- Interacts professionally and maintains effective working relationships with superiors, co-workers, and members.
- Capable of multitasking and performing well in a fast-paced environment.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree (B.A.) in Accounting or Finance from a four-year college or university, with a minimum of five years of related experience and/or training or possesses an equivalent combination of education and experience.
- CPA certification is preferred but not required.
- Experience in country club and/or community association settings preferred.

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.

INSTRUCTIONS ON HOW TO APPLY

Please prepare a thoughtful cover letter and resume. The cover letter should be addressed to **Shadow Wood Country Club GM/COO Brian Bartolec**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career.

Both the cover letter and resume should be emailed to: Bbartolec@shadowwoodcc.com