



WEST BAY CLUB

Director of Finance

West Bay Club - Estero, Florida

Nestled in the heart of Estero Bay, near the Gulf of Mexico, West Bay Club is a member-owned gated community and private golf club encompassing nearly 900 acres - 500 of which are dedicated to conservation. The community boasts 790 residences, including estate homes, high-rise condos, and villas, all set amidst lush tropical landscaping and bordering Estero Bay and Gulf of Mexico. West Bay recently underwent a \$40 million renovation of the club amenities and golf course.

Located in the picturesque surroundings of West Bay's community the Bay House facility includes a resort-style pool, state-of-the-art fitness center, spa, culinary academy, card and meeting rooms, and the Aqua Café offering both indoor and outdoor dining. West Bay's tennis facility offers center court viewing on all eight Har-Tru courts. Additionally, the Sports Park offers six pickleball courts, two bocce courts, and a dog park. Residents also enjoy kayaking, canoeing, boating, and fishing all from the West Bay River Park's on-premises dock, featuring a private boat launch and boat storage.

A unique feature of the community is West Bay's private Beach Club, which underwent a complete reconstruction, completed in March 2024. Residents enjoy direct access to their beachfront club along the Gulf of Mexico, complete with a full-service restaurant, valet service, and dedicated beach attendants providing beach service.

Within the community, the West Bay Golf Club is anchored around its 18-hole championship golf course. Designed by esteemed golf course architects Pete and PB Dye, renovated by Fry-Straka, golf enthusiasts seek out West Bay to experience its unique and challenging design. The Golf Club is home to multiple dining venues that range from casual dining including the Niblick Grille and Signature Bar, to fine dining at the Golf House. The club offers a maximum of 300 golf memberships, 150 social memberships, and currently has a wait list. While the club remains open year-round, the peak of member activity is from November through April.

About The Position

The Director of Finance of West Bay Club plays a crucial role in overseeing the community and 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 two separate entities consisting of the 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 leads a staff of four individuals while reporting to West Bay's General Manager/COO and serves as the staff liaison for the finance committees.

Job Responsibilities

- Responsible for financial management and processes for two separate entities consisting of a 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.
- Regular and reliable attendance.
- Performs other duties as required.

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 Jonas POS/Accounting software a plus
- CPA License preferred, not required

West Bay 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
- Uniform allowance
- Paid time off

How to Apply

Send your resume and cover letter to Victoria Ryan, Hiring Manager, at vryan@troon.com.