

# KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

## **CHIEF FINANCIAL OFFICER PROFILE: MORAGA COUNTRY CLUB MORAGA, CA**

### **CHIEF FINANCIAL OFFICER (CFO) AT MORAGA COUNTRY CLUB AND HOMEOWNERS' ASSOCIATION**

An exceptional opportunity exists for candidates with a successful track-record of leadership and exceptional financial operations management in private clubs, communities, or high-end establishments in the hospitality industry. We are conducting the Chief Financial Officer search for Moraga Country Club, an extraordinary private club and community with a traditional sense of neighborhood located in the East Bay. This is an opportunity to grow the organization, with a focus on creating value and ensuring financial strength and operational efficiency.

[Click here to view a brief video about this opportunity.](#)

### **Moraga Country Club and Homeowners' Association**

Moraga Country Club (the Club) is both a Country Club and a Homeowners' Association (HOA) which includes 521 private residences, a clubhouse with restaurant, swimming pool, tennis facilities (12 hard courts) and a beautiful 18-hole golf course.

The Association functions under a set of Covenants, Conditions and Restrictions (CC&Rs), Bylaws and Rules and Regulations. The membership includes Owner Members (residential owners in the HOA are automatically part of the Club as an amenity to the neighborhood and is included in their monthly dues) and Non-Resident Members (Golf Associate and Tennis/ Swim Associate memberships are available for non-residents) who share access to the Club's many recreational facilities.

Operations are managed by a professional staff under the guidance of a member-elected Board of Directors and the General Manager/COO. A number of standing committees provide member representation and recommendations to (the Club). Moraga Country Club was established in 1973 and has been a thriving community and recreational facility ever since.

The Club's 22,000 square foot clubhouse includes a bar and lounge area with additional patio seating, main dining room with golf course and valley views, adult locker rooms, kids' locker rooms, and meeting rooms. The aquatics facilities host one of the region's largest swim teams and are an active family gathering place for members and their guests. Fire pits on the tennis veranda provide an inviting social setting before or after club events and activities. The membership just approved a \$12M new Tennis and Recreation facility which will include tennis pro-shop, fitness, locker rooms, child care, grab n' go and casual dining including two bocce and four pickleball courts.

Moraga Country Club was recognized as a Distinguished Club, determined by the annual distinguished clubs award program run by BoardRoom magazine. The Club is a vibrant and active environment providing programming, services, and facilities for hundreds of members and their families of all ages.

### **Vision**

Our vision is to provide value to Moraga Country Club members in a welcoming family environment that is a vital part of our larger community.

### **Mission**

We will provide value and enjoyment to our members by striving to maintain a safe, well-kept environment with first class facilities while providing exemplary home owner and recreational services.

[www.kkandw.com](http://www.kkandw.com)

#### MORAGA COUNTRY CLUB BY THE NUMBERS:

- \$11.2M Annual operating revenue
- \$7.1M Annual dues revenue
- \$2.1M Annual F&B revenue
- \$5.4M Annual Gross Payroll
- \$4.2M in Cash Reserves
- 12 Board members, 3-year terms
- \$30,000 Initiation
- 1148 Members with 67 on the Tennis wait list, 15 on the golf wait list
- 521 Residences
- Non-Profit 501(c)3

MORAGA COUNTRY CLUB WEBSITE: [www.moragacc.com](http://www.moragacc.com)

#### **CHIEF FINANCIAL OFFICER OVERVIEW**

Direct the financial, human resources and membership sales operations of the Association. Supervise all functions of these departments and directly assist the General Manager/COO on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs, internal control, membership sales and human resources. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develop, establish and administer procedures and systems pertaining to financial matters. Prepare financial statements, forecasts and analyses for all administrative and managerial functions. Maintain all accounting records; develop, analyze and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to finance, insurance and pension committees. Supervise the staffing, scheduling, training and professional development of department members.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

INCLUDE THE FOLLOWING AND OTHER DUTIES MAY BE ASSIGNED:

- 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, compilation of statistics and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the Association, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments and general manager; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Works with the Association's external auditors to assure that procedures are consistent with Association policies.
- Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with Association policies.
- Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other Association assets.
- Verifies that all insurance records for Association property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Informs and advises other department heads about the financial aspects of their responsibilities.

[www.kkandw.com](http://www.kkandw.com)

- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other Association committees.
- Selects, trains, supervises, schedules and evaluates accounting staff.
- Attends monthly board, finance committee and other meetings as required.
- Oversees resident/member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Negotiates and works with General Manager and Human Resource Manager on employee benefits including health and life insurance, pension plans and workers' compensation; gathers information and assists the general manager in making decisions about employee benefit plans.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Manages assigned projects as they relate to the department and Association's needs.
- Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Establishes and maintains tournament accounting records and financial statements.
- Maintains investment program; invests all excess funds on a timely basis to provide better cash flow.
- Monitors collection of past due accounts; advises general manager and board when difficult situations may arise.
- Plans professional development and training activities for staff.
- Interacts with the Association's external accounting firm and its auditors as necessary.
- Monitors accounts receivable and takes action according to established Association policies and procedures.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.
- Works with the general manager and department heads to plan and manage capital budgets and cash flow statements.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to Association and employee issues.
- Negotiates and acquires property and casualty insurance to protect the Association's assets.
- Consistently monitors cash flows.
- Must be able to calculate figures and amounts for all bookkeeping, payroll, budgets, statistical analysis and probability statements.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to analyze investment returns.
- Knowledge and understanding of retirement plans.
- Knowledge of pertinent federal and state employment laws and practices.
- Knowledge of and ability to perform required role during emergency situation.
- Knowledge of working with a country club and HOA.
- Work on creating and manages reserve studies.
- Membership and HR department will report up to CFO. Knowledge of HR law and strategic planning preferred.

#### **CANDIDATE QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience supervising a staff/team of accountants and bookkeepers.
- Proven ability to work independently, as well as, within a team environment.
- Demonstrated strong organization skills, attention to detail and ability to adapt to various situations/needs quickly.
- Demonstrated strong oral, written, and interpersonal communication skills.
- Demonstrated ability to follow through on commitments and meet deadlines.
- Ability to communicate effectively in a collaborative work environment.

#### **EDUCATION and/or EXPERIENCE:**

- Bachelor's degree from four-year college or university; Master's degree preferred with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing.
- Five to seven years of professional accounting experience with at least two of those years at the Controller level or equivalent in Association operation.
- Experience supervising a staff/team of accountants and bookkeepers.
- Experience overseeing information technology operation preferred.
- Experience in JONAS preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Certified Hospitality Accountant Executive (CHAE) recommended.
- Certified Public Accountant (CPA) license preferred.

#### **SALARY & BENEFITS**

Salary is open and commensurate with qualifications and experience. The club, along with the typical HFTP benefits, offers an excellent bonus and benefit package.

#### **INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

**IMPORTANT:** Save your resume and letter in the following manner:

**"Last Name, First Name Resume"**

**"Last Name, First Name Cover Letter"**

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter, [visit this page](#).

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Nan Fisher: [nan@kkandw.com](mailto:nan@kkandw.com)

#### **Lead Search Executives:**

Armen Suny

Search Executive

KOPPLIN KUEBLER & WALLACE

303-570-2741

[armen@kkandw.com](mailto:armen@kkandw.com)