



RCS Hospitality Group
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6412 Brandon Ave. #339 Springfield, VA 22150
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Position Available:
DIRECTOR OF FINANCE/CONTROLLER
Old Palm Golf Club
Palm Beach Gardens, FL

Old Palm Golf Club is offering an amazing opportunity for candidates with a successful track-record of leadership and exceptional financial operations management and leadership in private clubs or high-end establishments in the hospitality industry. We are conducting the Director of Finance/Controller for Old Palm Golf Club, an extraordinary private club and gated community located only six miles from the Atlantic Ocean in the most golf-centric county in the United States. This is an opportunity for the Director of Finance to transition with the Club and focus on creating value and ensuring financial strength and operational efficiencies. The Club is currently at the final phase of a \$55M renovation.

POSITION OVERVIEW

The Director of Finance (DOF) of Old Palm Golf Club directs the financial operations of the club, manages the accounting functions, and directly assists the General Manager on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal controls.

JOB SUMMARY: ESSENTIAL FUNCTIONS

The successful candidate:

- Assist with managing the Future of Old Palm Renovation Budget (\$55M).
- Is responsible for Old Palm Golf Club's financial operations including accounts payable, accounts receivable, payroll, and all associated reporting. The DOF develops policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records; develops, establishes, and administers procedures and systems pertaining to financial matters.
- Prepares monthly financial package, as well as operating budgets and financial forecasts and analyses for all administrative and managerial functions; maintains all accounting records; develops, analyzes, and interprets statistical and accounting information; evaluates operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities, and supervises the staffing, scheduling, training and professional development of department members.
- The DOF analyzes financial information, monitors budgeted versus actual expenditures, and advises management about variances and their potential causes. He or she recommends corrective actions to help assure that budget goals are met.
- Reconciles monthly ledgers including receivables, payables, bank, and other asset accounts, and wage accounts.
- Prepares accurate and timely financial packets for dissemination to the board of directors, executive committee and General Manager. He or she performs analyses based on rounds of golf to determine adequate staffing levels (caddie hours), etc. He or she also prepares ad hoc reports as needed.
- Prepares or supervises preparation of applicable federal, state, and local tax returns.
- 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, a compilation of statistics, and office methods and procedures.
- Manages and conducts internal auditing programs to help ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Works with the Club's external auditors to assure that procedures are consistent with Club policies. He or she interacts with the club's external accounting firm and its auditors as necessary.
- Directs, may participate in, and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, and other club assets.



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- Verifies that all insurance records for the Club's property are properly maintained. He or she negotiates and acquires property and casualty insurance to protect the Club's assets.
- Informs, trains as necessary, and advises other department heads about the financial aspects of their responsibilities. He or she participates in leading the annual budgeting process with department leaders. Additionally, he or she ensures that all departments are compliant with state, local, and federal laws and that workplaces are safe.
- Selects, trains, supervises, schedules, and evaluates accounting staff.
- Attends monthly board, finance committee, and other meetings as needed.
- Monitors accounts receivable and acts according to established club policies and procedures. He or she oversees member billing and collection procedures. He or she monitors the collection of past-due accounts and advises the General Manager and board when difficult situations may arise.
- Compiles, approves, and maintains credit applications for vendors.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- 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.
- 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.
- Follows all club policies and procedures as outlined in the handbook.
- Maintains necessary procedures for confidentiality relating to Club, member, and employee issues.
- Oversees any legal issues/cases, including personnel, worker's compensation, liability, etc.
- Oversees and maintains membership financial information, including transfer fees, resignation list, promissory note tracking, etc.
- Oversees all HR and payroll issues, insurance negotiation and analysis, worker's comp, W-2's, payroll taxes, payroll processing, etc.
- Maintains necessary procedures for confidentiality relating to Club, member, and employee issues.
- Producing the Monthly Financial Dashboard.

JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS

- Learning and understanding the Club's statement of accounts and the financial package.
- Accurately and timely monthly reporting.
- Understanding the wage model in the business plan.
- Supporting the new board with adequate information and data to assist them in preparing their new strategic plan for the Club.
- Keeping the Board and GM accountable to ensure that the budgeted operating results are delivered. The new board will have their opinions on modifying the operations, but the DOF/Controller will have to keep the focus on understanding the Club's economics.
- Learning Club members' and staff members' names.



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BACKGROUND/EXPERIENCE

- Bachelor's degree from a four-year college or university; preferably with a concentration in business or administration with an 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 preferably in a private club operation.

LICENSES AND SPECIAL REQUIREMENTS

- Has a thorough understanding of generally accepted accounting principles (GAAP).
- Has a proven track record of working independently, as well as, within a team environment.
- Has demonstrated strong organization skills, attention to detail, and the ability to adapt to various situations and needs quickly.
- Has strong oral, written, and interpersonal communication skills. He or she has the ability to communicate effectively in a collaborative work environment.
- Has a demonstrated ability to follow through on commitments and meet deadlines.
- Is a courageous thought partner with the General Manager and Board of Directors. He or she is detail-oriented but also a strategic thinker.
- Has thorough knowledge of Microsoft Excel and Point-of-Sale (POS) front and back-of-house systems. Old Palm Golf Club uses IBS software.

REPORTS TO

The DOF/Controller reports directly to the General Manager.

DIRECT REPORTS

The DOF/Controller oversees accounts payable, accounts receivable, and Human Resources. He/she also is a liaison with the Club's treasurer and finance committee.

THE CLUB OFFERS

Salary will be offered at \$165,000-\$180,000. The Club offers an excellent bonus and benefits package including HFTP membership and professional development.

Employee benefits package includes:

- Select Health, \$2,000 Deductible (100% covered by employer for individual, 70% Covered by employer for family)
- Vision and Dental
- 401K- 4% employer match
- Education allowance
- Employee meals
- Annual bonus

CLUB OVERVIEW

Old Palm Golf Club, located in Florida's golf mecca —Palm Beach County — and just minutes from the Atlantic Ocean, is a luxurious 651-acre golf club community with a highly regarded reputation as exclusively private and elegantly understated. The Club offers members a luxurious and intimate sanctuary.

The Old Palm Golf Club is a unique 22-hole private golf facility. The centerpiece of the Old Palm community is the Raymond Floyd-designed golf course. The unrivaled 18-hole, par-72 course features a unique 19th hole, as well as a



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state-of-the-art, 33-acre Golf Studio, complete with three full-length practice holes. The resulting Old Palm layout eclipses most other Florida golf courses in design and construction standards.

Elegant and opulent, yet warm and welcoming, the clubhouse is a focal point of Old Palm Golf Club. Rather than over-the-top grandeur, the emphasis is on intimacy. The Club's newest venue: Bistro and Bar19 provide a family-friendly casual dining experience overlooking the heated, resort-style pool. The Club also offers four casitas as overnight accommodations for members and their guests.

Once complete projected to be January 2024 Member amenities will include a state-of-the-art Lifestyle Center including, a spa, fitness, and wellness center.

The light traffic, plethora of restaurants, theaters, museums, and art galleries, plus fine schools make Palm Beach Gardens an ideal place to live. With an average sunny temperature of 74°F, Palm Beach Gardens offers a vibrant Florida lifestyle with a lush, tropical ambiance. The Club is only six miles from the Atlantic Ocean, where families enjoy the beach, scuba diving, snorkeling, surfing, kayaking, kiteboarding, paddle boarding, fishing, and boating. The area also offers a variety of parks for walking and biking.

CLUB DETAILS

- 330 Membership Cap
- Equity Membership Category
- Equity, Non-Resident and Resident, and Cottage (non-equity, delegates)
- \$285,000 Initiation Fee
- \$31,200 Annual Dues
- \$10M Annual Dues volume
- \$16M Total Gross Revenue
- 9 Board of Directors
- 9 Standing Committees, including Golf, Greens, Social, House, Legal and Bylaws, Membership and Rules, Finance, Facilities, Food & Beverage
- Website: www.oldpalmgolfclub.com

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