

**Candidate Profile**

**Director of Finance**

**Palma Ceia Golf & Country Club**

Tampa, FL

www.pcgc.org

**History**

Founded in 1916, Palma Ceia Golf and Country Club is located in Tampa's most prestigious residential neighborhood and is the Tampa Bay area's most prestigious private club. The club features an 18-hole championship golf course, tennis courts, swimming, a fitness center, and clubhouse for member entertaining, dining, and banquets. Our main focus is providing our members and their guests with outstanding facilities and the highest standard of service.

**Position**

The Finance Director is a highly visible and accessible leader for the Club (Members and staff alike), and is responsible for providing leadership and management of the accounting and administration functions and holds full accountability and direction for fiscal operations of the Club that include, but are not limited to, financial reporting, forecasting, auditing functions, compliance for financial, treasury management recordkeeping, financial policies and procedures, compliance to GAAP and state and federal regulatory requirements and the Club's bylaws. Interprets and enforces club rules and policy governing the use of the facilities, equipment, and other property.

* Works with the General Manager, Board of Directors, and Finance Committee to develop and implement goals, policies, and procedures for the management of Club's finances.
* Prepares, reviews, and analyzes financial statements, reports, projections, and budgets for Club; maintains knowledge of Club trends in financial processes and procedures.
* Prepares and presents timely and accurate financial reports, including the annual budget, profit and loss statements, balance sheet reconciliations, and weekly and monthly reporting and forecasting to general manager, board of directors, finance and executive committees as requested.
* Acts as key contact and authorized signatory for Club bank accounts, Member accounting issues, and vendor and payable issues, and Club auditors.
* Ensures all organization tax return filings and business licensing for the Club are maintained accurately and on time.
* Handles and monitors cash, investments and recorded debt set forth by Board guidelines.
* Monitors accounting staff for timely and accurate payment applications, statement production, receivable payments, Member inquiries, and report writing.
* Monitors Member activity, ensures accurate maintenance of membership database, proper invoicing, and accountability of Member dues and payments.
* Holds approval authority for expenses and petty cash disbursements.
* Maintains long term capital project schedules, files, budgets, costing and payouts and capital asset study.
* Prepares projections for Club operating costs and revenues and provides timely data and Club Benchmarking data.
* Reviews and recommends vendor and utility services, provisions, and contracts.
* Reconciles all bank account statements for monthly accuracy of bank activity that serves as part of internal audit function.
* Instrumental in IT recommendations for software and hardware updates, upgrades, implementations, and maintenance that will produce the best reporting results and cost­effectiveness.
* Ensures operations of Club's financial standards, methods and operations are compliant and current with all local, state, and federal regulatory agencies.
* Provides financial analyses for capital investments, contract terms, and pricing decisions of Club services.
* Responsible for the selection of the Club's insurance policies and monitors property and casualty insurance policies to ensure that all Club assets are protected.
* Develops and maintains quality control and operational procedures for staff and department operations; develops and maintains accounting department standard operating procedures manual.
* Maintains affiliations in appropriate professional associations to remain current in profession.
* Ensures compliances with all Federal, State, Local regulations, Club bylaws and standard operating procedures.
* Responsible for hiring, training, assigning and directing work, and evaluating performance, of all staff members within specific areas of responsibility including accounting, human resources, and membership.
* Participates in the selection of the Club's group health insurance plans, including medical, dental, vision, life, short- and long-term disability, and ancillary benefits.
* Serves as a plan fiduciary and investment committee member for the Club's 401 (k) retirement plan and maintains all plan asset record and documents.
* Regular and reliable attendance; attends all management meetings and conducts staff meetings.

**Qualifications**

 **MINIMUM QUALIFICATIONS**

* Bachelor's degree in accounting, finance, or business management (with an emphasis on finance); and seven years of related experience in financial management with a country club, sports facility, or hospitality setting; or equivalent combination of education and experience.
* Maintains affiliations in appropriate professional associations to remain current in profession.
* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Jonas Club Software, POS and other industry specific software at least at an Intermediate level.

**PREFERRED QUALIFICATIONS**

* Ten years of experience as a Finance Director in private clubs, sports facilities, or hospitality settings.

**Salary & Benefits**

Salary is commensurate with qualifications and experience. Palma Ceia Golf and Country Club offers an excellent benefits package, including medical, dental, vision, life, short- and long-term disability, and retirement (401k).

**How to Apply**

A full background check and drug testing will be conducted on selected candidate.

Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to Mr. Robert Ley, General Manager Palma Ceia Golf & Country Club. Send to:

Ned Welc, CCM, CCE Terry Anglin

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