

CHIEF FINANCIAL OFFICER PROFILE: BELFAIR PROPERTY OWNERS' ASSOCIATION AND COMMUNITY BLUFFTON, SC

THE CHIEF FINANCIAL OFFICER AT BELFAIR PROPERTY OWNERS' ASSOCIATION

Belfair Property Owners' Association seeks a seasoned and strategic Chief Financial Officer to serve as a trusted advisor to the Board, a financial thought partner to the General Manager, a resource to department heads, and a finance and accounting team mentor. The ideal candidate is hands-on, adaptable, and thrives in a high-volume, member-owned environment with high expectations. This individual must possess the confidence and clarity to analyze, interpret, and communicate timely, accurate financial, operating, and utilization information, and offer thoughtful, well-supported, data-driven recommendations—even when perspectives differ. A steady, collaborative demeanor and the strength to stand firm on sound financial principles is essential. Above all, the CFO will play a key leadership role, supporting the General Manager and the Board by ensuring the organization's financial integrity, transparency, and long-term sustainability.

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

ABOUT BELFAIR PROPERTY OWNERS' ASSOCIATION AND COMMUNITY

The story of Belfair began in 1811 when the husband-and-wife duo of William Telfair and Betsey Bellinger combined a part of each of their last names to establish their new majestic country estate. Until 1994, the estate was a working farm devoted to agriculture, when the transformation to a world-class community began.

Belfair is conveniently located approximately 40 minutes from Hilton Head/Savannah International Airport, nestled in the heart of the Low Country, surrounded by natural, majestic beauty. In 1994, a local development group purchased the property to develop a private golfing community consisting of over 700 residential homesites, which are now 95% built out. The residential property owners took over the management of the Association in 2001. The Association is managed by a member-elected Board whose principal officers are the President, Vice-President, Secretary, and Treasurer. In 2018, the association engaged Troon Golf, LLC to manage the facilities and common property. Troon is a leader in the management of golf course communities. Troon employs all of the Association's staff. The Belfair management team has local decision-making autonomy but serves at the discretion of the Association's Board.

Members and guests at Belfair have access to two Tom Fazio-designed courses. The East Course, inspired by the natural beauty of the Lowcountry, is framed by indigenous Live Oak trees draped in Spanish moss. The West Course, a traditional parkland-type golf course, is set in the frame of the Lowcountry, adorned with beautiful oaks and soaring pines.

The association boasts a substantial Learning Center with practice areas designed to enhance golf skills, including covered practice bays and an indoor driving suite. Additionally, a short Game Complex offers 100 yards for chipping and bunker practice, along with a 50,000 sq. foot "practice park." It has received CRAA Recognition as one of the top 50 practice ranges in the country. The association has an active racquets program. Belfair provides 6 Har-Tru courts and a grass court. Recognizing the popularity of pickleball, the association has now added seven pickleball courts to its facilities.

The Sports & Lifestyle Campus allows members to lead a full and balanced life, featuring a 6,500 sq. ft cardio and training facility offering fitness classes such as yoga, Zumba, Spin, Golf Stretch, and Pilates. Personal training and sports therapy services are also available. The Campus includes an indoor pool pavilion, an outdoor pool, and a splash pad area for children.

Dining options abound in the community. The main clubhouse features the 1811 Grille, providing a more traditional association dining setting with a variety of menu options throughout the week, while the Bistro offers a popular casual dining concept, ideal for meeting family and friends, especially on football weekends in the fall or after pickleball play. The main clubhouse also offers banquet space accommodating up to 200 people.

Belfair has been recognized as:

- Distinguished Association of America
- Platinum Association of America
- Audubon International Golf Course Certification
- GRAA Top 50 Private Ranges
- *Golfweek's* 2021 Best Residential Course

BELFAIR PROPERTY OWNERS' ASSOCIATION BY THE NUMBERS:

- At present, there are 677 property owner members and 11 non-property owner members
- \$100,000 Initiation Fee
- \$22,916 Annual Dues and includes a 13% capital allocation
- Approximately \$22.0M annual gross volume
- Approximately \$14.0M annual dues volume (operating only)
- Approximately \$3.5M F&B volume
- Approximate Annual Labor Costs: \$1.7M - Front of House | \$800K – Back of House
- Approximate Payroll \$ 9.5M
- Approximately 74,400 rounds of golf are played on 36 holes
- The association uses JONAS software for accounting and as its POS system
- The association has approximately 120 events per year
- Approximately 104 full-time employees
- 9 board members serve three-year rolling terms
- The average age of members is 62 years (the community is not age-restricted)
- Committees at the Association include the Architectural Review Board, Finance Committee, Golf, Greens, Community Standards and Beautification ("CSB"), Social, Lifestyle and Events ("House"), Fitness, Court Sports, Health and Clubs within a Club ("Active"), Infrastructure, Community Standards and Conflict Committee ("CSCC")
- Belfair is organized as a not-for-profit subchapter C corporation

BELFAIR PROPERTY OWNERS' ASSOCIATION WEBSITE: www.belfair1811.com

CHIEF FINANCIAL OFFICER - POSITION OVERVIEW

The Association is looking for an exceptional Chief Financial Officer (CFO) who will provide the leadership, management, and vision necessary to ensure the Association has proper financial controls, administrative and reporting procedures, and people systems in place to grow the organization effectively and to provide financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, and collaborative style guided by the objectives of the Association. The CFO will partner with the General Manager, work closely with the Management Team, and perform specific responsibilities as requested by both the General Manager and/or the Board.

The position directly reports to the General Manager and supervises the Assistant Controller, Senior Accountant, and A/P Accountant. The selected individual will serve as a true strategic partner who will be instrumental in perpetuating the Association's well-deserved reputation for financial stability and success and will help support the Association's current and future vision in conjunction with the strategic plan.

KEY ATTRIBUTES, CHARACTERISTICS, AND STYLE OF THE SUCCESSFUL NEW LEADER

- Demonstrate strong team and collaborative skills, with a history of fostering a positive working environment.
- Bring a record of proactive financial leadership and innovation with a solutions-oriented approach to work.
- Maintain high standards for themselves and their team; set goals, mentor, coach, inspire, and hold people accountable.
- Operate within a team-oriented structure, fostering collaboration and mutual support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

TEAM MANAGEMENT AND DEVELOPMENT

- Assist with hiring, training, performance coaching, and disciplining accounting/finance department employees within all approved Association policies.
- Provide continuing support and education to the Department Heads on budget development and variance reporting.
- Troon selects and manages the group health, dental, and 401(k) plans on a national level.

FINANCIAL REPORTING AND COMPLIANCE

- Ensure that no material internal control weaknesses are found in the annual audit.
- Ensure that all financial reports and tax forms are submitted accurately and promptly.
- Review and supervise the preparation of audit papers as required for outside auditors.
- Work closely with the auditing firm; review the audit for accuracy and recommend it to the Treasurer before issuing the final report.
- Provide necessary information to prepare all tax returns and review prepared tax returns for accuracy.
- Review and reconcile all cash and investment accounts.
- Communicate and coordinate financial activities with the Board, Treasurer, Finance Committee, and/or committee chairs as requested.
- Attend Board meetings, Finance Committee meetings, Audit Committee meetings, and other committee meetings to answer any financial questions.

BUDGETING AND FINANCIAL PLANNING

- Direct, monitor, report, and interpret all financial, accounting, reporting, and budgetary aspects of the Association's operation.
- Prepare and issue monthly financial statements and other supporting schedules, including a written analysis, in a timely manner
- Work with the GM and the Treasurer to develop and maintain payroll budgets and forecasts. Monitor relative industry trends and proactively identify potential opportunities and potential or actual areas of concern.
- Work with the General Manager and department heads to advise, educate, revise, and make suggestions regarding annual budgets while ensuring adherence to budgetary guidelines.
- Prepare G&A departmental budgets.

CONTRACT ADMINISTRATION

- Monitor and manage all contractual commitments, licenses, etc.
- Review contracts, licenses, and other agreements for compliance, required notices, renewals, and other time-sensitive provisions.
- Provide the GM and Board with timely and accurate project-level capital spending information.
- Monitor and work with Project Managers to control costs of capital projects.

LEGAL AND COMPLIANCE

- Work closely with the Treasurer and Attorneys on accounts in collection when necessary.
- Review, evaluate, and make recommendations regarding the Association's risk management and insurance program, and monitor property and casualty insurance policies to ensure that the assets of the Association are protected.

INFORMATION TECHNOLOGY AND SYSTEMS

- Manage the Club's IT functions, both outsourced and internal.
- Oversee the evaluation of computer hardware, software systems, and applications for accounting, membership, point-of-sale, fixed assets, and other departmental software.

BANKING AND INVESTMENTS

- Maintain bank and investment relationships that manage Association accounts, loans, investments, and any Association needs.

GENERAL AND OTHER DUTIES

- Ensure that the General Manager 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.
- Enforce compliance with all Board-approved financial policies and recommend new policies or modifications as appropriate.
- Communicate with members, co-workers, management, and the general public courteously and professionally.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Demonstrate and uphold a professional demeanor that promotes a positive image of the Belfair Property Owners' Association. Provide the General Manager and Board with strategic insight and financial expertise, enhancing decision-making, modeling, and forecasting efforts. Perform other duties as assigned by the General Manager or the Board.

KNOWLEDGE AND SKILLS QUALIFICATIONS

- Demonstrate excellent knowledge of finance, accounting, and financial management techniques.
- Apply skills in analyzing and interpreting data and preparing reports, including forecasting and modeling.
- Interact professionally and maintain effective working relationships with superiors, co-workers, and members.
- Demonstrate the capability to multitask and perform well in a fast-paced environment.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree (B.A.) in accounting from a four-year college or university, with a minimum of ten years of related experience, or an equivalent combination of education and experience.
- MBA and/or CPA certification preferred but not required.
- Experience in homeowners' or property owners' associations and/or private club 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 association offers an excellent bonus and benefits package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in that order using the link below. Ensure your documents are fully prepared to attach when prompted during the online application process. Please ensure your image is not included in your resume or cover letter; it should be used only on your LinkedIn profile.

Prepare a thoughtful cover letter addressed to **Mitchell Laskowitz and the Belfair POA's search committee**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Belfair POA and the Bluffton, SC area will benefit you, your family, your career, and the Association if selected.

You must apply for this role as soon as possible, but no later than the 26th of May, 2025. Candidate selections will occur in early June, with the first interviews expected in mid-June 2025 and the second interviews a short time later. The successful candidate should assume their role in early August.

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

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter – Belfair"

(These documents should be in Word or PDF format.)

Note: Once you complete the application process for this search, you cannot add additional documents.

If you have any questions, please email Bethany Taylor at bethany@kkandw.com

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

Search Executive:

Michelle A. Riklan

Search Executive

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