

## **DIRECTOR LEVEL FINANCE POSITION PROFILE: THE CLUB AT ADMIRALS COVE JUPITER, FL**

### **THE ASSISTANT CHIEF FINANCIAL OFFICER (ACFO) OPPORTUNITY AT THE CLUB AT ADMIRALS COVE**

We have an amazing opportunity for candidates with a successful track-record of leadership and exceptional financial operations management in private clubs, non-profits, or high-end establishments in the hospitality industry. We are conducting the Assistant Chief Financial Officer search for The Club at Admirals Cove, an extraordinary private, full-service country club, located in Jupiter, Florida.

The Club at Admirals Cove is looking for a hands-on, detail-oriented, accomplished financial professional to continue to bring operational efficiencies to the club, as well as a visionary leader to focus on long-range and strategic planning. The club seeks an Assistant Chief Financial Officer to lead the Club's finance and accounting functions. The role will play an integral part as a strategic thought partner to the CFO. The candidate is responsible for ensuring accurate and timely financial reporting, budget development and management, cash flow and forecasting analysis, internal controls, annual 3rd party and 401k audits, payroll, and tax compliance. The successful candidate will be present at all finance committee meetings. The Assistant CFO will plan and facilitate finance lunch-and-learns and be actively involved in staff training.

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

### **MISSION STATEMENT**

The Club at Admirals Cove is a preeminent waterfront Country Club committed to providing members and their guests with exceptional service, comprehensive amenities, and the highest quality of programs and facilities within a unique sense of community.

### **VISION STATEMENT**

The Club at Admirals Cove's vision is to provide our members with a world-class membership experience.

### **FINANCIAL VISION STATEMENT**

The Club at Admirals Cove will promote consistent financial policies intended to ensure the stability and fiscal health of the Club. These policies shall be guided by the "perpetual entity principal" and not by individual life expectancies. This requires views with a long-term horizon. Specifically, the Club should avoid decisions that improve cash flow in the near term and defer expenditures to future periods.

Management shall operate at optimal efficiency and effectiveness to meet all financial obligations, provide reliable financial information, and assure all assets are safeguarded. And all funds are spent prudently with oversight of the Finance Committee and the Board of Governors.

### **ABOUT THE CLUB AT ADMIRALS COVE & COMMUNITY**

In 1986, Frankel Enterprises purchased the Admirals Cove property from The John D. and Catherine T. McArthur Foundation. The property at the time of purchase was vacant and undeveloped. Development of the property began in the spring of 1986, and the first model homes were completed by the end of that year. The marina, clubhouse, and 18-hole championship East golf course designed by Robert von Hagge opened for play in 1987, and the first residents moved in during that winter season. The Harbor Master building served as a temporary clubhouse until the Main Clubhouse was completed in 1989. The Golf Village with its 27 holes was built in 1991 and renovated by Kipp Schulties in 2015, and the Golf Village Clubhouse opened in 1993.

In 1999, the management and control of The Club was turned over from the developer to the members in one of the smoothest club transitions in the history of country club communities. Today there are approximately 1700 residents within the community.

The East Clubhouse (main clubhouse) offers spectacular views, resort pool, golf shop, large men's and women's locker rooms, men's and women's staffed card rooms, children's play area, fully appointed fitness center, spa and salon, full-service bank, and expansive dining areas. The Golf Village Clubhouse imparts an intimate atmosphere with dining, a golf shop, men's and women's locker rooms, staffed men's and women's card rooms, and inviting porch and cozy lounge overlooking a stunning backdrop for reminiscing about a great round of golf.

The Admirals Cove Yacht Club was formed in 1990, by a group of Admirals Cove residents who shared a passion for yachting and a love of Admirals Cove. The Club boasts one of the finest marinas in South Florida. With 85 percent of the homes in the community on the East Side located on navigable water, a world-class marina and five-star amenities, the Admirals Cove Yacht Club enjoys the best of all worlds.

#### **THE CLUB AT ADMIRALS COVE BY THE NUMBERS:**

- 1800+ Members (743 Golf, 52 Social, 49 Sports, 45 Tennis, 15 Marina & 31 Legacy)
- Average Member's Age: 62
- 2 Clubhouses (combined 225,000 square feet)
- State of the Art Marina with 72 Deep Water Ocean Access Slips
- Private Boutique Hotel with 32 Rooms and Suites
- 45 Holes of Championship Golf, 10 Har-Tru Tennis Courts, 8 Pickleball Courts
- 21,000 Square Foot newly designed State of the Art Spa & Fitness Center
- \$ 5.8M annual food revenue
- \$ 1.5M beverage revenue
- \$1.2M Catering and Club Events revenue
- 501(c) (7) Tax Status
- The Club uses NorthStar point of sale

**THE CLUB AT ADMIRALS COVE WEBSITE:** [www.admiralscove.net](http://www.admiralscove.net)

#### **ASSISTANT CHIEF FINANCIAL OFFICER JOB DESCRIPTION**

The Assistant Chief Financial Officer (ACFO) of The Club at Admirals Cove serves as the right hand to the Chief Financial Officer and will work closely with the CFO to provide the leadership, management, and vision necessary to ensure the club has the proper operational controls, administrative and reporting procedures, and people systems to grow the organization and ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, personable, and energetic style, with an emphasis on understanding day to day operations of all departments.

The selected candidate will: develop policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records. Develop, establish, and administer procedures and systems of financial matters; prepare financial statements, forecast, and analyze for all administrative and managerial functions. Maintain all accounting records and develop, research, and interpret statistical and accounting information. Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends, and increased profit possibilities. Supervise the staffing, scheduling, training, and professional development of department members.

#### **KEY ATTRIBUTES**

- Able to develop trust and financial credibility with both management and club governance
- Leadership with desire to mentor and coach direct reports. Strategic thinking and natural "thought partner" style
- Hands on and results-driven
- Business acumen with strong "dashboard" and KPI/metric focus
- Decision-making ability and deadline driven
- Strong and naturally collaborative style; Team-centric; inclusive and values diversity

- Systems and automation driven
- Strong knowledge of GAAP
- Exceptional interpersonal skills to work collaboratively with a fun, committed, high-performing team, and Directors.
- Gravitas, personable, and a good understanding of confidentiality with the ability to interact daily with high-end membership.

## **SELECT KEY RESPONSIBILITIES**

### **STRATEGIC GUIDANCE**

- Highly involved in leading the financial operations with the CFO and COO of the Club in accordance with the by-laws. Formulates, receives, and recommends policies for approval relating to accounting and auditing, the budget, revenue and cost control procedures.
- Proactive nature in data-driven analysis to assist CFO and Directors.
- Works with leadership to create long-term and short-term operating plans; assists in establishing associated operating and capital budgets.
- Analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and causes.
- Anticipates unfavorable financial results or variances; conducts research and is prepared to offer preliminary explanations and appropriate countermeasures.
- Works closely with the CFO to anticipate issues. Communicates regularly with CFO and COO.
- Collaborates with audits and tax reporting firms for compliance per accounting standards, fixed asset recording and balance sheet/ operating statements.
- Follow GAAP and simultaneously help Directors to succeed operationally through planning, analyzing, and implementation of sound business practices.
- Complete and Provide Capital reports to the Committee and CFO. Reconcile bank account and keep a schedule on capital projects and amounts paid.
- Attends Finance Committee and other meetings as required.

### **INTERPERSONAL AND COMMUNICATION SKILLS**

- Exhibits excellent member relations and customer service skills.
- Possesses strong leadership, people management, and conflict resolution skills.
- Communicates well in English both verbally and writing.
- Understands and carries out verbal and written instructions in English.
- Interacts professionally and maintains effective working relationships with superiors, co-workers, and members.
- Exhibits and maintains a professional demeanor and grooming standards to reflect a positive image of The Club at Admirals Cove.

### **STAFF DEVELOPMENT**

- Trains and delegates responsibilities of staff.
- Provides positive recognition, corrective action, addresses complaints, and resolves issues for employees.
- Passionate about coaching and training staff. Mentors, trains, and develops accounting staff. Assists with annual performance reviews of direct reports with developmental plans.
- Focuses on success and holds staff accountable for high-level of performance.
- Plans professional development and training activities for staff.

### **TECHNOLOGY**

- Familiarity in information technology for finance and accounting in the hospitality industry.
- High Proficiency in Word, Excel, Outlook, and analysis.
- Club Software experience preferred (Northstar, JONAS, Club essentials) as well as Book For Time, QuickBooks, and Creative Solutions).

### **CANDIDATE SPECIFICATIONS**

- 10+ years of progressive key financial leadership for an organization, preferably one in the hospitality industry.
- Team-oriented and able to meet deadlines.
- Strong organizational skills and attention to details.
- Charismatic, influential leadership with the ability to mentor and lead others
- Public Accounting Experience a plus

#### **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Bachelor's Degree from a four-year college or university with a concentration in Accounting; CPA preferred
- 10+ years of professional finance/accounting experience with 3+ years at a Controller level

#### **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 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. Please be sure your image is not present on your resume or cover letter; that should be used in your LinkedIn Profile.

**Prepare a thoughtful cover letter addressed to The Club at Admirals Cove Chief Financial Officer/Paula Jean Hunt, CPA** and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career and why TCAC and the Jupiter area will be beneficial to you, your family, your career, and the Club if selected.

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

"Last Name, First Name Resume" &

"Last Name, First Name Cover Letter - The Club at Admirals Cove"

(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.

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

If you have any questions, please email Michelle Riklan: [michelle@kkandw.com](mailto:michelle@kkandw.com).

#### **Search Executive:**

Michelle Riklan, Search & Consulting Executive

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