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DIRECTOR OF FINANCE PROFILE: GREYSTONE GOLF & COUNTRY CLUB BIRMINGHAM, AL

THE DIRECTOR OF FINANCE OPPORTUNITY AT GREYSTONE GOLF & COUNTRY CLUB

The Director of Finance (DOF) coordinates all aspects of finance, accounting, information technology, and human resource functions for Greystone Golf & Country Club and two Greystone community HOAs. The DOF is primarily responsible for planning, implementing, managing, and controlling all finance-related activities and serving the General Manager/CEO and the Boards of Directors.

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

ABOUT GREYSTONE GOLF & COUNTRY CLUB

Nestled in the foothills of the Appalachian Mountains, Greystone is a community located just southeast of Birmingham, Alabama. Greystone is a gated community of executive estates that wind through two championship golf courses: Founders and Legacy. The natural surroundings are the awe-inspiring backdrop for 1,400 beautiful homes. Established in 1990, the Founders side of the Greystone neighborhood comprises over 850 homes. Legacy was developed in 1999 and is now home to over 550 families.

Members stay active with the expansive amenities at Greystone Golf & Country Club, where you can enjoy various family-centered and recreational activities. Members enjoy the cabanas by our resort-style swimming pools, complete with a poolside café. The club has 12 tennis courts in the newly renovated tennis complex. The fitness center is accessible 24/7 and includes wellness services, including chiropractic care, sport-specific rehabilitation services, personal training, spa services, and much more. Kids enjoy the summer camps that offer a wide range of activities to exercise their mind and body.

GREYSTONE GOLF & COUNTRY CLUB BY THE NUMBERS:

- Members: 1,085
- Initiation Fee - \$45,000 – Full Member
- Gross Volume: Approximately \$14.5M
- Annual Dues: Approximately \$6.5M
- Gross Payroll: Approximately \$7.1M
- Annual Rounds of Golf: Approximately 45,000
- The Club is organized as a 501(c)(7) and is a for profit corporation.
- Employees: 180 FTE / 50 seasonal
- Average age of Membership: 52
- The Club uses Jonas
- Number of Board Members: 9 with a 3-year term

GREYSTONE GOLF & COUNTRY CLUB WEBSITE: www.greystonecc.com

DIRECTOR OF FINANCE JOB DESCRIPTION

The Director of Finance (DOF) of Greystone Golf & Country Club (Greystone) is a passionate financial leader who desires to become part of something extraordinary. The DOF reports to the General Manager/Chief Executive Officer (GM/CEO) and will become the GM/CEO's financial thought partner, working side-by-side with the GM/CEO to meet the expectations and goals set forth by the Board and envision and act on ways to "WOW" the membership.

As an integral part of the leadership team, they will manage the business, the finance team, and financial processes to maintain control and drive financial results. They will support the management teams' GM/CEO, Golf and Golf Maintenance, Racquets, Pool and Youth, Wellness, and all Food and Beverage leaders on all financial data, analysis, and processes relevant to the day-to-day operation of the club. The DOF will plan, develop, and implement all financial aspects of Greystone Golf & Country Club in conjunction with the GM/CEO. Currently, the Club is embarking on a 3-year capital expansion project; management and reporting of project expenses and controls will be required. Greystone also carries a non-profit 501(c)(3), known as The Greystone Foundation Inc., which supports community involvement and staff scholarships.

As DOF, this individual will ensure accurate financial processing such as payroll, accounts payable, accounts receivable, and expense reports. They will guarantee the timely completion of yearly financial audits. The DOF will lead, mentor, coach, and grow, as needed, the finance and accounting team.

KEY CHARACTERISTICS

- **INTEGRITY** - Possess a high level and is unquestionable.
- **TRUSTWORTHY** with an ability to establish financial credibility with management and club governance.
- **APPROACHABLE** individual who will work with all (members, management, employees, and the community) to provide information, educate, and deliver positive results with service excellence.
- **A NATURAL LEADER** with a desire to mentor and develop the team.
- **PASSIONATE** team member who wants to be part of a "WE" culture, be involved with the Club, and be part of the team and has the right disposition to integrate his/herself rather quickly.
- **TEAM MANAGEMENT SKILLS:** enjoys teaching and can set expectations, coach as needed, instill an "accountability mindset, and hold individuals accountable.
- **STRATEGIC THINKER** with a natural "**THOUGHT PARTNER**" style.
- **HANDS-ON** - has a sense of urgency and is results-driven.
- **BUSINESS ACUMEN** with strong "dashboard" and KPI/metric focus
- **TECHNOLOGICALLY SAVVY;** systems and automation driven.

SELECT KEY RESPONSIBILITIES

STRATEGIC GUIDANCE

- Direct financial operations with the GM/CEO of the Club. Formulate, receive, and recommend policies for approval relating to accounting and auditing, the budget, revenue, and cost control procedures.
- Develop, implement, and maintain planning and budgeting processes that are proactive, structured, and transparent.
- Analyze cash flow, cost control, and expenses to pinpoint potential areas for improvement. Adjust reporting and analysis depth relative to the materiality of business decisions.
- Take a proactive approach to data-driven analysis to assist and advise the GM/CEO and Department Heads.
- Ensure the reporting needs of the Board of Directors and members are met on time and in support of favorable committee and member relations.
- Work with the GM/CEO to deliver a budget to the Board of Directors; collectively, they are responsible for explaining variances and advocating various line items as needed to be successful.
- Anticipate unfavorable financial results or variances; conduct research and be prepared to offer preliminary explanations and appropriate countermeasures. Communicate as appropriate with the Finance Committee.

LEADERSHIP

- Serve as an engaged leader with a solid financial vision who will drive financial controls and results, offering consistency, timeliness, and accuracy of finances and reporting.
- Participate in the Finance Committee Meeting; listen to feedback; provide their input and be able to communicate and defend data-driven recommendations that may differ from Governance and the Finance Committee respectfully, confidently, and professionally.
- Support monthly reviews with management teams and provide weekly reporting and monthly forecasting of the financial & operational outlook vs. the targets.
- Strive daily to enhance the member experience in any aspect of billing, charges, or financial interaction with the Club.

THE FOUNDATION

- Maintain records for the Greystone Foundation Inc., a 501(c)(3) tax-exempt charity.
- Oversee investment decisions for the Foundation.

TAX, BENEFITS, BUDGETS, REPORTING

- Oversee employer 401K plan. Review investment decisions by investment advisors. Ensure bi-annual reporting is completed for the Finance Committee.
- Oversee the reconciliation of bank accounts and approve transfers as needed throughout the year.
- Prepare 1099's and W-2s for end-of-year in addition to other year-end reports. Submit all reports to the government for end of year. Complete and maintain year-end audits with the CPA firm.
- Make sure all federal, state, and payroll taxes are paid in a timely manner. Pay sales taxes and occupancy taxes; Prepare journal entries for the month.
- Maintain awareness and knowledge of current tax law changes or tax-related legislation that directly impacts the Club and use that knowledge to leverage the Club's financial reporting to incorporate any tax/reporting advantages.
- Analyze general ledger, accounts payable, accounts receivable, and fixed assets.
- Lead the budget process by establishing policies, procedures, and expectations for budget preparation, approval, execution, and monitoring; collaborate with GM/CEO and department heads to ensure understanding, ownership, and buy-in; ensure the budget is realistic, in alignment with the Club's mission, and accurately reflects the current operating environment; educate department heads on the budget process; and provide real-time or timely reports on financial issues impacting department budgets.
- Compare relevant data, such as YTD results versus budget or current year versus the previous year, to identify issues or trends as soon as possible.

STAFF DEVELOPMENT

- Assess, hire, mentor, train, develop, and retain accounting staff. Conduct annual performance reviews of direct reports with developmental plans.
- Provide a positive work environment; counsel employees as appropriate and demonstrate a professional approach to management.
- Energize the team and build a solid financial culture driven to excellence with an appropriate sense of urgency. Serve as coach and mentor, and lead by example.
- Focus on success and hold staff accountable to perform at a high service level.

TECHNOLOGY

- Oversee the Information Technology department, outsourced through a third-party vendor.
- Ensure equipment is maintained and forecast replacements and replacement costs.
- Aid department managers in reducing downtime of services through communication with vendors.
- Take the lead on service disruption mitigation.
- Stay current on the newest technology and make recommendations for implementation.

LEGAL AFFAIRS AND CONTRACT MANAGEMENT

- Create and sustain productive banking, insurance, and contractual relationships and liaise with related third parties.
- Evaluate and oversee risk management and insurance issues.
- Lead and manage technology investments, policies, and contract vendors.

CANDIDATE SPECIFICATIONS

- 10+ years of related financial experience
- Has "Hospitality DNA"; Team-oriented and able to meet deadlines.
- Has an "executive presence" and excellent presentation skills
- Experience working with volunteer Boards and committees is a plus.
- Experience managing 501c7 and 501c3 non-for-profits business reporting and finance procedures is a plus.
- Proficiency in information technology for finance and accounting in the hospitality industry
- Experience with construction and renovation projects and reporting of both is desired.
- Experience with administration of 401k and defined benefit retirement plans
- Demonstrated strong oral, written, and interpersonal communication skills.

- Influential leadership with the ability to mentor and lead others.
- Strong problem-solving and creative thinking skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Ability to extract relevant inputs from key individuals across varied functions and experience levels to ensure well-informed forecast and analysis and anticipate key sensitivities.
- Excellent financial reporting and accounting skills, including financial disclosures.
- Excellent financial forecasting skills, including probability analysis.
- Positive attitude and contribution to an inclusive and engaging work environment
- Experience in a member-owned country club environment is a plus.
- Stewardship to ensure financial stability by operating a well-managed and fiscally responsible process.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree from a four-year college or university with a concentration in Finance or Accounting.
- 10+ years of professional finance/accounting experience with a minimum of 3+ years at a Controller/Staff Accountant level and current accounting certifications

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 offers an excellent bonus and benefits package, including association membership.

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 Greystone Golf & Country Club David Porter, General Manager/CEO, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Greystone and the Birmingham area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible.

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

"Last Name, First Name Resume" &

"Last Name, First Name Cover Letter – Greystone"

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

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

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

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

Search Executive:

Michelle Riklan

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