

DIRECTOR OF FINANCE PROFILE: THE BEACH CLUB SANTA MONICA, CA

THE DIRECTOR OF FINANCE OPPORTUNITY AT THE BEACH CLUB

We have a fantastic 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 Director of Finance (DOF) search for The Beach Club, an extraordinary private, full-service beach club in Santa Monica, CA.

The Beach Club is looking for a hands-on, detail-oriented financial professional to continue to bring operational efficiencies to the club while also serving as a thoughtful mentor and coach to the accounting team and department heads. The role will be essential as a strategic thought partner to a well-respected General Manager and the Club's Board of Directors. While collaborating with the General Manager, the Director of Finance will prepare and implement the annual budgets; develop policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records; develop, establish, and administer procedures and systems pertaining to financial matters; and prepare financial statements, forecasts, and analyses for all administrative and managerial functions. Additionally, the DOF will maintain all accounting records, develop analysis, and interpret statistical and accounting information, and evaluate operating results in terms of costs, budgets, policies of operation, trends, and increased profit possibilities.

As the team leader and mentor, the DOF will supervise the staffing, scheduling, training, and professional development of department members.

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

ABOUT THE BEACH CLUB

The Beach Club is a private, member-owned beach facility created in 1923. The clubhouse is the oldest such facility in California. The Club is currently completing a \$21M renovation that is expected to be completed in the Fall of 2023. The Beach Club was founded on the beach experience; is a relaxed family club where social opportunities exist for members and guests; and where respect for and a thoughtful appreciation of the beach, the membership, the staff, the social experience, and the facility are expressed by all who use the Club. Social, recreational, and leisure activities are available for the entire family. The facility is open seven days a week year-round, excluding Christmas Day, with a variety of events, tournaments, and celebrations to fill the social calendar.

The facility has always been a club and the size of the membership base has not altered significantly in its 100-year history. There is very low turnover in the membership with fewer than fifteen families, on average, leaving or joining the club in any given year. During its history, the Club has added three classes of membership – Juniors, a non-equity category for 28-to-32-year old's; Associates, a non-equity category for 32-to-45-year old's; and Non-Residents, another non-equity category for those who have been equity members but are now living permanently outside the nine Southern California counties.

The Club is governed by a nine-person Board of Directors, which is elected for staggered three-year terms by the members. The Board is advised on policy matters by several Standing and Ad Hoc committees. The General Manager administers policies that the Board of Directors establishes.

BEACH CLUB BY THE NUMBERS:

- Currently, the Club has 765 families.
- Initiation Fee - \$109,000

- Operating Revenue \$12M
- The Club is organized as a 501(c)(7) and is a not-for-profit corporation.
- Employees: 100 off-season / 150+ during season
- The average age of the members, at present, is 62 and has trended younger in the past few years
- The Club uses Clubessentials.

THE BEACH CLUB WEBSITE: www.thebc.org

DIRECTOR OF FINANCE JOB DESCRIPTION

The Director of Finance assumes all management responsibilities of the Accounting Department of The Beach Club and functions as the key finance manager in the absence of the General Manager. The ideal candidate will possess the desire and ability to appropriately interact in a professional, friendly, and articulate manner with the members, guests, and staff. The Director of Finance, by credentials, reputation, and performance, will partner with the General Manager and serve as a trusted advisor in all areas of financial management. The chosen candidate takes great pride in his/her profession and will maintain professional memberships, stay current on industry trends, and attend educational offerings that will benefit the club and its own professional career growth. The DOF reports to the General Manager, supervises the Accounting Department, and indirectly oversees Human Resources.

KEY ATTRIBUTES

- Able to develop trust and financial credibility with both management and club governance.
- Polished; possesses an Executive presence and “Hospitality DNA.”
- Leadership with the desire to mentor; a teacher at heart.
- Proactive; ability to forecast and anticipate needs of department heads before the end of the month, end of the quarter, etc., and keep an ongoing, open dialogue.
- Strategic thinking and natural “thought partner” style.
- Hands-on and results-driven; gains understanding of the entire operation and comfortable “getting into the trenches.”
- Business acumen with strong “dashboard” and KPI/metric focus.
- Decision-making ability; produces data-driven reporting to aid and support the decision-making process.
- Strong and naturally collaborative style; Team-centric; inclusive and values diversity.
- Systems and automation driven; process oriented, data-driven, ability to set deadlines and keep everyone accountable to meet said deadlines.

SELECT KEY RESPONSIBILITIES

STRATEGIC GUIDANCE

- Directs financial operations of the Club. 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 General Manager and Department Heads.
- Directs, participates in, and verifies the taking of inventories for retail shop as well as food and beverage and youth.
- Informs and advises other department heads about the financial aspects of their responsibilities as well as partnering with them to improve operational efficiency and effectiveness.
- Lead the Club in capital and construction financing.
- Assumes a leadership role for annual insurance renewals as well as broker reviews every 3 years. Ensures that all insurance records for Club property are properly maintained.
- Anticipates unfavorable financial results or variances; conducts research and is prepared to offer preliminary explanations and appropriate counter measures.
- Coordinates with the GM, as appropriate, on staff compensation, benefits, performance appraisals, disciplinary actions, and other significant personnel actions, including keeping the GM informed of significant changes before they occur.
- Serves as staff Liaison for the Finance Committee, Legal Committee, Board of Directors, and ad hoc committees as required. Attends Board, Finance Committee, Legal Committee, and other meetings as required. Takes minutes if needed.

TAX, BENEFITS, BUDGETS, REPORTING

- Supervises or prepares the monthly trial balance and resulting financial statements for the Club along with required supporting schedules and other data necessary for financial reports and records.
- Prepares accounting reports and analyses as necessary and appropriate for dissemination to the Board of Directors, Finance Committee, and Leadership Team.
- Manages and conducts internal auditing programs to ensure records are accurately maintained and established policies and practices are satisfactorily and consistently followed.
- Prepares and/or supervises preparation of applicable federal, state, and local tax returns.
- Prepares budgets and financial forecasts in coordination with various committees, departments, and General Manager; analyzes financial information, monitors budgeted versus actual expenditures, and advises management about variances and their potential causes; recommends corrective actions to help assure budget goals are met.
- Works with the Club's external auditors to assure that procedures are consistent with Club policies.
- Oversees the reconciliation of bank accounts and approves transfers as needed throughout the year.
- Prepares and/or supervises preparation of applicable federal, state, and local tax returns.
- Compares relevant data, such as YTD results versus budget or current year versus the previous year, to identify issues or trends as soon as possible.
- Produces computer reports including payroll, accounts receivable, accounts payable, general ledger, and monthly financial statements.
- Oversees member billing and collection procedures. Monitor's collection of past due accounts and advises General Manager and Finance Committee of any accounts in collection.
- Safeguards all funds in bank accounts; assure that revenues are properly and correctly deposited and supervises the drawing of all checks.

STAFF LEADERSHIP, DEVELOPMENT, AND CROSS-FUNCTIONAL COLLABORATION

- Provides quality leadership and contributes to the positive atmosphere of the Club and associated operations.
- Mentors, trains, and develops accounting staff. Conducts performance reviews of direct reports with developmental plans.
- Possesses the ability to supervise subordinate staff, including, but not limited to, assignment of duties, evaluating service, and taking disciplinary action when necessary.
- Coordinates closely with Human Resources for new hires, terminations, performance evaluations, and employee relations issues.
- Focuses on success and holds staff accountable for a high level of performance.
- Select, train, supervises, and evaluate accounting staff; plan professional development and training activities for staff.
- Ensures departments have monthly safety and continued safety training given to appropriate staff members.
- Maintains and continually improves member service quality in the management of direct reports, and all relevant club environments.
- As a member of the Executive Staff team will work closely with the Human Resources, Membership and Communications, Executive Chef, and Assistant General Manager on all building and maintenance projects.

TECHNOLOGY

- Serves as the club specialist on all matters related to computer applications, annual and special audits, insurance, and employment records.
- Maintains all technology of the club thru 3rd party vendors including security cameras, point of sales.
- Manages and procures clubs back office and point of sales hardware and software.

COMMUNICATION

- Places great importance on staff communications and interaction.
- Interact positively with members and resolve problems to the satisfaction of involved parties.
- Maintains proactive communication with all departments to ensure needs are met.

CANDIDATE SPECIFICATIONS

- Minimum 5 years in a similar capacity, preferably in hospitality and/or the private, non-profit club environment. Experience with 501c7 preferred.
- Proficiency in information technology for finance and accounting in the hospitality industry.
- Experience with club software preferred. (The Club uses Clubessentials.)
- Experience with construction and renovation projects is useful.
- Demonstrated strong oral, written, and interpersonal communication skills.
- Team-oriented and able to meet deadlines.
- Charismatic, influential leader with the ability to mentor, coach, and lead others.
- Strong in financial/cost control acumen and human resource insights.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree from a four-year college or university with a concentration in Accounting or a similar/applicable field.
- 5+ years of professional finance/accounting experience with 3+ years at a Controller level
- CPA preferred. Experience in generation and analysis of financial reports required.

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 Beach Club General Manager/Ivee Wilson 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 Beach Club and the Santa Monica area will be beneficial to you, your family, your career, and the Club if selected.

Applications must be received no later than May 10th. Candidate selections will occur in early May 2023 with the first Interviews expected in early June 2023 and the second interviews a short time later. The new candidate should assume his/her role in early-mid July 2023.

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

"Last Name, First Name Resume" &

"Last Name, First Name Cover Letter – "The Beach Club"

(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 Holly Weiss at Holly@kkandw.com.

Search Executive:

Michelle Riklan, Search & Consulting Executive

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