

# KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

## **DIRECTOR OF FINANCE PROFILE: COLLIER'S RESERVE COUNTRY CLUB NAPLES, FL**

### **THE DIRECTOR OF FINANCE OPPORTUNITY AT COLLIER'S RESERVE COUNTRY CLUB**

We have an amazing opportunity for candidates with a successful track record of leadership and exceptional financial operations management and leadership in private clubs or high-end establishments in the hospitality industry. We are conducting the Director of Finance search for Collier's Reserve Country Club, an extraordinary private, full-service country club in Naples, Florida. They are looking for a hands-on, detail-focused financial professional to continue bringing operational efficiencies to the Club and a visionary leader to focus on long-range and strategic planning.

The history of the Collier Family and how the land that Collier's Reserve sits on is fascinating. From the Calusa Indians to the Orange Blossom Express Train, the 450-acre property has quite the story to tell before it became a Club. The Collier Family, who owned the property for 70 years prior to its development, conceived Collier's Reserve. In 1993, Collier's Reserve opened with a Clubhouse, a Golf Shop / Locker Room, a Boathouse, and an 18-hole golf course. In 1994, Collier's Reserve Country Club made history by becoming the first golfing community in the world to achieve designation as a Certified Audubon International Signature Sanctuary. In 2017, Collier's Reserve reached another milestone by becoming Gold Certified.

Collier's Reserve Golf Course was designed by Arthur Hills. Located in a town widely recognized as the "golf capital of the world," Collier's Reserve offers the best, most uniquely natural golfing experience.

Dining options inside the recently renovated plantation-style clubhouse include the Cocohatchee Room, which overlooks the 18<sup>th</sup> green Galleria Room, along with a separate and beautiful Boathouse Restaurant, River Room, and Dry Dock Bar.

The Club's expansive new racquets facility features five Har-Tru tennis courts, four pickleball courts, and a beautifully designed new Sports Center. The Fitness Classroom, equipped with a TRX system and six indoor cycle bikes, offers classes for yoga, mat Pilates, tai chi, indoor cycling, and rowing.

Collier's Reserve was selected as one of America's Healthiest Clubs, a designation earned by only 60 clubs in America, thanks to the new state-of-the-art Sports Center, personalized training programs and classes, abundant outdoor activities, and gourmet, farm-to-table menu selections.

### **COLLIER'S RESERVE COUNTRY MISSION STATEMENT**

To establish Collier's Reserve Country Club as the first choice for those seeking an active, intimate Country Club experience in Naples by combining the uniqueness of our natural habitat and riverfront setting with a premier championship golf course and exceptional tennis, fitness, dining, and social activities for our Members, their families, and guests. We are committed to our Members' satisfaction and warmly welcome new Members to our Country Club.

#### **Mission**

- Maintain a wide offering of physical activities including golf, racquet, and fitness.
- Provide first-class facilities and service for casual and fine dining
- Maintain a high level of membership satisfaction and employee engagement
- Ensure responsible financial management and club governance

## **Vision – The Colliers Reserve Country Club Experience**

- To be widely recognized in the Naples market as the premier, full-service, boutique country club.

### **COLLIER'S RESERVE COUNTRY CLUB BY THE NUMBERS:**

- 365 members in all categories
- \$150,000 Initiation fee
- \$17,400 Annual dues
- 71 Employees – Club overall
- 9 Board members, each serving three-year terms
- A GM/COO model leadership/organizational structure
- Club POS System is Northstar

**COLLIER'S RESERVE COUNTRY CLUB WEBSITE:** [www.colliersreserve.com](http://www.colliersreserve.com)

### **DIRECTOR OF FINANCE JOB DESCRIPTION**

The Director of Finance (DOF) of Collier's Reserve Country Club holds full accountability and direction of 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 legal requirements.

The successful candidate:

- Works with the GM, Board, and Finance Committee to develop and implement goals, policies, and procedures for managing the Club's finances.
- Prepares, reviews, and analyzes financial statements, reports, projections, and budgets for the Club; maintains knowledge of Club trends in financial processes and procedures.
- Maintains membership database to ensure proper invoicing and accountability of member dues and payments – works effectively with the Director of Membership for member activity.
- Acts as key contact and authorized signatory for Club bank accounts, member accounting issues, vendor and payable issues, and Club auditors.
- Ensures all organization tax return filings and business licensing are maintained accurately and on time for the Club.
- Handles and monitors cash, investments, and recorded debt set forth by Board guidelines.
- Manages and develops Accounting staff for timely and accurate payment applications, statement production, receivable payments, member inquiries, and report writing
- Holds approval authority for expenses.
- 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 & Club Benchmarking data.
- Reviews and recommends vendor and utility services, provisions, and contracts.
- Reconciles all bank account statements for month-to-month accuracy of bank activity that serves as part of the internal audit function.
- Instrumental in IT recommendations for software and hardware updates, implementations, and maintenance that will produce the best reporting results and cost-effectiveness.
- Ensures that the Club's financial standards, methods, and operations are compliant and current with all local, state, and federal agencies.
- Provides financial analyses for capital investments, contract terms, and pricing decisions of Club services.
- Develops and maintains quality control and operational procedures for staff and department operations.
- Presents to Finance and Executive Committees and Board as required.

- Maintains Accounting Department procedure manual.

## **CANDIDATE QUALIFICATIONS**

- Long-range planning and financial planning in the Club industry, including reserves studies.
- Effective responsiveness in verbal and written communication skills.
- Word, Excel, PowerPoint, POS, and industry-specific software experience is necessary at least an Intermediate level.
- Demonstrated leadership ability for staff management and planning for staff development.
- Ability to strategize short- and long-term planning to achieve the Club's financial goals.
- Exhibits a positive attitude with members, management, and staff.
- Demonstrates continued departmental improvement initiatives.
- Supportive of Club policies and procedures and be open to and contribute to new or improved methods of operation.
- Possess organizational skills to support efficient production.
- Maintains affiliations in appropriate professional associations to remain current in the profession.
- Participation in appropriate industry educational seminars and workshops/conferences to increase knowledge of trends, best practices, and IT applications for Club and financial operations, as well as to enhance skills overall and establish networking contacts.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Bachelor's degree in Accounting, Finance, or Business Management (with emphasis on Finance).
- CPA accreditation is a plus or the equivalent of a proven 15 years of progressive experience in a financial management position that demonstrates primary functions, responsibilities, and qualifications.
- CHAE certification is a plus.

## **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent performance bonus and benefits package, including HFTP membership and professional development.

## **INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter in that order using the link below. When prompted during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter. However, you must have your picture on your LinkedIn profile.

*Prepare a thoughtful cover letter addressed to **Collier Reserve Country Club search committee/Sean Hynes, General Manager/COO**, and clearly articulate your alignment with this role and why you want consideration for this position at this stage of your career, and why CRCC and the Naples area will be beneficial to you, your family, your career, and the Club if selected.*

**You should apply for this role as soon as possible. The intention is to fill the position with the right individual soon.**

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter, Collier's Reserve Country Club”

(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: [bethany@kkandw.com](mailto:bethany@kkandw.com).

**Lead Search Executive:**

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