

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

DIRECTOR OF FINANCE PROFILE: OLD PALM GOLF CLUB PALM BEACH GARDENS, FL

DIRECTOR OF FINANCE AT OLD PALM GOLF 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 Old Palm Golf Club, an extraordinary private club and gated community located only six miles from the Atlantic Ocean in the most golf-centric county in the United States. We are looking for a hands-on, detail-focused, financial professional to continue to bring operational efficiencies to the club, as well as a visionary leader to focus on exciting renovation projects in 2021.

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

OLD PALM GOLF CLUB & COMMUNITY

Old Palm Golf Club, located in Florida's golf mecca —Palm Beach County — and just minutes from the Atlantic Ocean, is a luxurious 651-acre golf club community with a highly regarded reputation as exclusively private and elegantly understated. The Club offers members a luxurious and intimate sanctuary.

In the grand tradition of America's most prestigious clubs, Old Palm Golf Club's hallmarks are elegance, luxury, service, style, and attention to the finest details. Golf, dining and fitness are the Club's primary amenities and providing engaging, memorable member experiences throughout all amenities is the Club's primary mission.

The Old Palm Golf Club is a unique 22-hole private golf facility. The centerpiece of the Old Palm community is the Raymond Floyd-designed golf course. The unrivaled 18-hole, par-72 course features a unique 19th hole, as well as a state-of-the-art, 33-acre Golf Studio, complete with three full-length practice holes. The resulting Old Palm layout eclipses most other Florida golf courses in design and construction standards.

Elegant and opulent, yet warm and welcoming, the clubhouse is a focal point of Old Palm Golf Club. Rather than over-the-top grandeur, the emphasis is on intimacy. It is a haven for relaxation, enjoyment and indulgence. Intimate rooms, embellished niches and outdoor terraces offer the ambiance of a private home rather than a clubhouse. Ceilings of cypress, with a liberal use of Portuguese tile murals throughout, set off comfortable seating — sophisticated yet not at all stuffy.

Member amenities at the clubhouse include a state-of-the-art fitness center overlooking the heated, resort-style pool, men's and women's spas, and a board room for private meetings. The club also offers four casitas as overnight accommodations for members and their guests.

Old Palm's golf course and nature preserves exquisitely frame the collection of homes within the Golf Estates, Grand Estates, Isle Estates, Cottages and Custom Estates neighborhoods. The 1-acre to quarter-acre home sites are ideal for residences ranging from 3,400 to 7,000 square feet, and custom homes up to 15,000 square feet.

The light traffic, plethora of restaurants, theaters, museums, and art galleries, plus fine schools make Palm Beach Gardens an ideal place to live. With an average sunny temperature of 74°F, Palm Beach Gardens offers a vibrant Florida lifestyle with a lush, tropical ambiance.

The Club is only six miles from the Atlantic Ocean, where families enjoy the beach, scuba diving, snorkeling, surfing, kayaking, kite boarding, paddle boarding, fishing, and boating. The area also offers a plethora of parks for walking and biking.

VISION STATEMENT

Old Palm's vision is to provide the finest member-owned private golf club in the world for its members, families, and guests.

MISSION STATEMENT & PURPOSE

Old Palm's mission is to provide engaging memorable member experiences.

Old Palm's purpose is to provide a club environment of privacy and exclusivity for its members; one that offers a haven of refuge, a place where kindred spirits gather for fun and camaraderie, fulfilling a sense of value and club pride. Old Palm is a place where members are treated with courtesy, grace, and good manners. Providing an environment that invokes in its guests a passionate desire to attain membership.

CULTURE & CORE VALUES

To improve the life of someone else each day. Providing engaging service by honoring our members, our guests, our individual positions, and ourselves, regardless of any job title and any individual role. Every role I am in is done with excellence because I work like I own it! Core values include humility, respect, integrity, excellence, enjoyment, financial stewardship, good manners, good behavior, and communication.

OLD PALM GOLF CLUB BY THE NUMBERS

- 264 members
- \$175,000 initiation fee
- \$28,250 annual dues
- \$12.5M gross volume
- \$7.5M annual dues volume

OLD PALM GOLF CLUB WEBSITE: www.oldpalmgolfclub.com

DIRECTOR OF FINANCE JOB DESCRIPTION

The Director of Finance (DOF) of Old Palm Golf Club directs the financial operations of the club, manages the accounting functions and directly assists the General Manager on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal controls.

The successful candidate:

- Is responsible for Old Palm Golf Club's financial operations including accounts payable, accounts receivable, payroll, and all associated reporting. The DOF develops policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records; develops, establishes and administers procedures and systems pertaining to financial matters.
- Prepares monthly financial package, as well as operating budgets and financial forecasts and analyses for all administrative and managerial functions; maintains all accounting records; develops, analyzes and interprets statistical and accounting information; evaluates operating results for costs, revenues, budgets, policies of operation, trends and increased profit possibilities, and supervises the staffing, scheduling, training and professional development of department members.

- The DOF analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes. He or she recommends corrective actions to help assure that budget goals are met.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Prepares accurate and timely financial packets for dissemination to the board of directors, executive committee and General Manager. He or she performs analyses based on rounds of golf to determine adequate staffing levels (caddie hours), etc. He or she also prepares ad hoc reports as needed.
- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Formulates, receives and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics and office methods and procedures.
- Manages and conducts internal auditing programs to help ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Works with the Club's external auditors to assure that procedures are consistent with Club policies. He or she interacts with the club's external accounting firm and its auditors as necessary.
- Directs, may participate in, and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
- Verifies that all insurance records for the Club's property are properly maintained. He or she negotiates and acquires property and casualty insurance to protect the Club's assets.
- Informs, trains as necessary and advises other department heads about the financial aspects of their responsibilities. He or she participates in leading the annual budgeting process with department leaders. Additionally, he or she ensures that all departments are compliant with state, local, federal laws and that work places are safe.
- Selects, trains, supervises, schedules and evaluates accounting staff.
- Attends monthly board, finance committee and other meetings as needed.
- Monitors accounts receivable and acts according to established club policies and procedures. He or she oversees member billing and collection procedures. He or she monitors collection of past due accounts and advises the General Manager and board when difficult situations may arise.
- Compiles, approves and maintains credit applications for vendors.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.
- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.
- Works with the General Manager and department heads to plan and manage capital budgets and cash flow statements.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Follows all club policies and procedures as outlined in the handbook.
- Maintains necessary procedures for confidentiality relating to Club, member, and employee issues.
- Oversees any legal issues/cases, including personnel, worker's compensation, liability, etc.
- Oversees and maintains membership financial information, including transfer fees, resignation list, promissory note tracking, etc.
- Oversees all HR and payroll issues, insurance negotiation and analysis, worker's comp, W-2's, payroll taxes, and payroll processing, etc.
- Maintains necessary procedures for confidentiality relating to Club, member, and employee issues.

INITIAL PRIORITIES OF THE DOF

Initially the DOF will focus on:

- Learning and understanding the Club's statement of accounts and the financial package.
- Finalizing the 2021 budget (the club's fiscal year-end is December 31).
- Generating accurate reports on a timely basis. The DOF provides the board with information and data on a regular and ad hoc basis.
- Understanding the wage model in the business plan.
- Keeping the Board and GM accountable to ensure that the budgeted operating results are delivered.
- Preparing for 2021 club renovations and new construction.
- Learning club members' and staff members' names.

ORGANIZATIONAL STRUCTURE

The DOF reports directly to the General Manager and oversees accounts payable, accounts receivable and HR. He or she also is a liaison with the treasurer and finance committee. The direct reports include a controller and administrative assistant.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Has a thorough understanding of generally accepted accounting principles (GAAP).
- Has a proven track record of working independently, as well as, within a team environment.
- Has demonstrated strong organization skills, attention to detail and the ability to adapt to various situations and needs quickly.
- Has strong oral, written, and interpersonal communication skills. He or she can communicate effectively in a collaborative work environment.
- Has a demonstrated ability to follow through on commitments and meet deadlines.
- Is a courageous thought partner with the General Manager and Board of Directors. He or she is detail-oriented but also a strategic thinker.
- Has thorough knowledge of Microsoft Excel and Point-of-Sale (POS) front and back of house systems. Old Palm Golf Club currently uses IBS EZSUITE software.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree from four-year college or university; preferably with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing.
- Five to seven years of professional accounting experience with at least two of those years at the controller level or equivalent preferably in a private club operation.

SALARY & BENEFITS

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

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the application link below. We recommend you review our recommendations (in the paragraph below) as you compile your cover letter. Please have your documents fully prepared to be uploaded when prompted during the online application process.

Preparing a thoughtful letter of interest and alignment clearly articulating your fit with the profile and the above noted expectations and requirements is necessary. Your letter should be addressed to Darlene Impellittiere, General Manager, Old Palm Golf Club. Clearly articulate why you want to be considered for this position and why Old Palm Golf Club and the Palm Beach County area will likely be a fit for you, your family and the Club if selected.

IMPORTANT: Name your resume and letter in the following manner before uploading (these documents should be uploaded in Word or PDF format):

“Last Name, First Name Resume”

“Last Name, First Name Cover Letter”

Note: Once you complete the application process for this search, you are not able to return and upload additional documents.

If you have any questions, please email Nan Fisher: nan@kkandw.com

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

Lead Search Executive:

Lisa Carroll, SHRM-SCP

Search Executive

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