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Description automatically generated

Woodholme Country Club

Baltimore, Maryland

Director of Finance

The Director of Finance position provides the leadership, management, and vision necessary to ensure Woodholme Country Club has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency.

The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the Club. The DOF should work closely with the General Manager and the Management Team and perform specific tasks as requested by the GM.

The position directly reports to the GM and will supervise accounting staff.

The chosen individual will serve as a true strategic partner who will be instrumental in taking Woodholme Country Club to the next level of financial stability and success and will help support the Club’s current and future vision.

**Attributes and Responsibilities**

• Responsible for the preparation of all accounting reconciliations and the timely preparation and review of general ledger, trial balance, and preliminary financial statements.

• Prepares monthly Board Financial Packets.

• Monitor multiple operating, reserve, and capital bank accounts.

• Review and approve the reconciliation of all banking items.

• Monitor, update, and transfer appropriate funds to maintain integrity of accounts.

• Review daily bank balances and advise on cash flow issues and review all cash disbursements.

• Review accounts receivable and interacts with members over bill questions and payment issues, and assists as needed past due account collection procedures.

• Review interim and year-end audit preparation.

• Advise the GM and Treasurer if a material weakness could arise during the annual audit.

• Prepare audit papers as required for outside auditors. Review audit for accuracy and make recommendations to the auditors before the final report is issued.

• Ensure compliance with internal control policies; recommend improvements to existing processes and procedures.

• Review the preparation of applicable federal, state, and local tax returns from the outside accounting firm and appropriate for dissemination to the GM and the Board.

• Ensure that all financial reports are submitted accurately and in a timely manner.

• Assist with the annual budget and development process, specifically working with the department heads to prepare preliminary operating and capital budgets and reports.

• Prepare working papers of operating, reserve, and capital budgets, working with the GM and department heads to revise and adhere to budgetary guidelines.

• Provide continuing support and education to the department heads on budget development and policies to ensure that assets of the Club are protected.

• Communicate and coordinate financial activities with the Treasurer, Finance Committee, and the GM.

• Attend Finance Committee meetings, Board meetings and other committee meetings when invited to be available to answer any financial questions they may have.

• Maintain a relationship with the Club’s financial institutions to manage all Club accounts.

• Ensure that the GM has all information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.

• Conduct meetings with accounting staff and prepare reports for GM.

• Lead accounting staff to ensure timely and relevant communication and teamwork on projects.

• Communicate with co-workers, management, and external constituencies (members, vendors) in a courteous and professional manner.

• Perform other duties as assigned by the GM/Treasurer and Club President.

• Ensure contracts and checks are signed and distributed properly.

**Essential IT Duties & Responsibilities**

• User training for accounting and Jonas system including ongoing support.

• Manage data processing and capital budgets. Approves all related invoices.

• Determine optimum software configurations for accounting workstations.

**Requirements**

• A minimum of five years’ experience as the CFO (or similar lead finance executive) of a private golf,

Or country club of at least $8 mm in revenue. A career in progressively larger finance roles.

• Experience performing and supervising accounting, financial reporting, financial planning, tax, and treasury.

• Experience with budget preparation, report preparation, and audit functions.

• Experience directing a small team.

• Experience directing external auditors.

• Proven ability to create, review, and interpret quantitative analysis and draw reasonable conclusions upon which to build a plan of action.

• Willingness to operate in a hands-on environment.

• Bachelor's or advanced degree in business, accounting or similar

• Knowledge of Jonas software system preferred.

• Strong presentation skills.

• Track record reflecting strong hiring practices and mentoring.

• Experience supervising the leaders of IT, Legal or Human resources organization.

• Proficiency and experience in use of database and accounting application systems.

**Competitive Compensation & Benefits**

The club offers an attractive and competitive compensation and benefits package to include:

• 401(K)

• Health and Dental Insurance

• Vacation time per employee handbook

• Ongoing education budget to be determined

• Yearly bonus plan