



# GREEN BAY

## COUNTRY CLUB

### **Director of Finance**

The Finance Director is the senior finance position at the Club and is the foundation of Green Bay Country Club's financial health. It is the position relied upon by all parties, including the General Manager/COO, the Management team, and the Board of Directors, to ensure the Club has the proper controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and maintain financial strength and operational efficiency. The Finance Director reports directly to the General Manager/COO.

Maintaining accurate records is the basis of this position's responsibility; however, timely and thoughtful analysis of financial results is key to making the proper impact on both short- and long-term strategic decision-making. The successful Finance Director will be an energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image. The Finance Director is discreet and demonstrates a high degree of professionalism, with a thorough understanding of finance, accounting, budgeting, and cost control principles, including generally accepted accounting principles.

Under the general guidance and direction of the General Manager/COO and within the limits of the Green Bay Country Club's policies and procedures, the Finance Director develops the strategic direction of the Finance Department and manages all financial aspects of the Club to maximize business potential and growth. The Finance Director will optimize traditional financial planning and analysis, as well as auditing, compliance, treasury, financial reporting, forecasting, and other related functions. The Finance Director will also develop transformative, automated processes/systems that have a positive impact on the business, including a review and recommendations on the club's software and systems in use. This leader will identify inefficiencies within the business, promote effective cost management initiatives, streamline the procurement process, harness analytical insights, and build performance metrics and reporting for department and committee heads.

## Responsibilities

- Directs the financial operations of the Club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information while also providing a strategic perspective for balancing current operations and longer-term future needs.
- Prepares, reviews, and provides analysis for the Club on a timely basis for all financial records and reporting, including:
- Monthly KPIs, operating statement, balance sheet, cash flow, membership reports, and capital spending.
- Accounts payable/receivables, cash management, account reconciliations, petty cash, bank deposits, and auto payments.
- Member statements, aging reports, spending reports, capital asset tracking, depreciation schedule, and capital asset reserve reporting.
- Ad hoc reporting, trend analysis, payroll processing, budget forecasting, preparation, and analysis.
- Evaluates operating results in terms of costs, budgets, operational policies, trends, and increased profit possibilities.
- Prepares monthly trial balance and resulting financial statements for the Club, along with required supporting schedules and other data necessary for financial reports and records.
- Formulates, receives, and recommends policy proposals for approval relating to accounting, auditing, budget, and cost control.
- Oversees weekly payroll and implements approved payroll changes. Works with the Director of Human Resources to maintain accurate payroll systems.
- Works on tax matters, a compilation of statistics, and approved office methods and procedures.
- Manages and conducts internal auditing programs to ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares budgets and financial forecasts in coordination with the various committees, departments, and the General Manager/COO. Analyzes financial information, monitors budgeted versus actual revenues and expenditures, and advises management about variances and their potential causes.
- Works with the Club's external auditors to ensure that procedures and reporting are consistent with Club policies and generally accepted accounting principles.
- Directs, participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc. Monitors to ensure that procedures for effective receiving and storeroom control are in place and consistently used.

- Verifies that all general insurance records for Club property are maintained. Manages claims with the third-party brokers.
- Informs General Manager/COO and advises other Department heads regarding the financial aspects of their areas.
- Follows all standards required by all applicable federal, state, and/or other laws and regulations. Prepares and supervises the preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports and ad hoc reports as necessary and appropriate for timely dissemination to the General Manager/COO, Board of Directors, and Finance Committee.

### **Candidate Attributes**

- An outgoing and friendly personality with a high potential to identify with and embrace the Club's unique culture.
- Highly energetic; an initiative-taker with a "hands-on" approach to management.
- A keen sense of service with proven staff development and training skills.
- Ability to establish and maintain effective working relationships with all staff.
- Resolves common problems and challenges regularly with high judgment.
- Determines the best method to achieve goals and maintains the flexibility to ensure effective delivery of work. Continuously delivers high-quality results and is resilient in the face of obstacles.
- Fosters a collaborative team spirit. Actively helps and supports others. Deals with conflict in a positive manner.
- Understands all the key Departments and functions and how they work collectively to achieve larger goals. Provides advice, information, and direction to others to support the achievement of team and/or department goals. Recommends optimal approaches to address critical issues in the immediate, medium, and long term.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and oral communication skills. We must be able to communicate policies, procedures, regulations, reports, and other information to staff, members, and guests. Remain open to others' ideas and be willing to try new things.
- Ability to envision the Club's future and continually produce ways to improve the entire GBCC members' experience.
- Possesses a good sense of humor and the ability to have fun.

### **Requirements**

- A bachelor's degree in accounting, finance, or a related field and experience that provides the required financial knowledge, skills, and abilities. A CPA would be viewed as a plus but not required.

- Seven to ten years of experience as a Director of Finance, Controller, or similar position at a club or within a similar hospitality environment, resort, or hotel.
- 7+ years of accounting experience in balance sheet reconciliation, accruals, G/L accounts, journal entries, variance analysis, preparing monthly financial reports, budgeting, bank reconciliations, preparing tax returns, annual audit preparation, forecasting, payroll, AR/AP, cash flow, policy, and process development.
- Experience with Club Essential or Jonas Club Software, or similar club management systems, is a distinct plus, as is the ability to learn and adapt quickly.
- Solid knowledge of GAAP and regulations.
- A career path marked with stability and professional achievement.
- A person of exceptional character – motivated, energetic, friendly, and dedicated to the profession. A friendly and outgoing personality with effective communication skills and high visibility.
- The professional will be a lifelong learner, continuing research and understanding industry trends. Excellent verbal and written skills.
- Effective coaching/supervision/training of staff.
- The ability to operate a computer to enter, retrieve, or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, internet, and other software programs at an elevated level of proficiency. Strong working knowledge of Microsoft 365.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

### **Competitive Compensation**

- Competitive compensation/salary commensurate with experience.
- Health benefits including Dental and Vision, Long Term Disability, Employee Life Policy, Health Savings Plan.
- HFTP dues and education expenses with the emphasis on continuing education.
- Paid Vacation and PTO
- Participation in the Club's Retirement Plan

### **To be Considered**

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to GBCC's General Manager outlining their qualifications, experience, interests, and why the Green Bay Country Club will be beneficial for you, your family, and your career, along with their resume, to:

Jerry Geiger

General Manager, Chief Operating Officer

[jgeiger@greenbaycc.org](mailto:jgeiger@greenbaycc.org)

920-964-2359

### **About Green Bay Country Club**

Green Bay Country Club, established in 1995, is a year-round private golf and country club overlooking the city of Green Bay, Wisconsin. The Club seeks to provide a spectacular golf, tennis, swimming, and dining experience for members and guests. The cornerstone of the club is a nationally recognized 18-hole course, designed by Dick Nugent. The club has been recognized by Golf Digest and Golf Weekly as among the top private golf courses in the state. Additional amenities include the Quarry Course, a par-3 course, year-round dining and events, a resort-style zero-entry pool, a golf fitness center, extensive golf practice and training facilities, tennis, and pickleball. Green Bay Country Club is member-owned and operated; all regular members have voting privileges. An elected Board of Directors, composed of members, sets, maintains, and enforces standards of excellence. To learn more, please go to [www.greenbaycountryclub.com](http://www.greenbaycountryclub.com).