



DAYTON COUNTRY CLUB
Director of Finance

Department: Finance and Accounting

Reports To: General Manager/COO

FLSA Status: Exempt

Direct Reports: None

Position Overview

Dayton Country Club seeks an experienced, hands-on Director of Finance to lead and perform the Club's accounting and financial-management functions. This position operates as a one-person Finance and Accounting Department and is personally responsible for both the Club's day-to-day accounting work and its broader financial reporting, planning, and oversight.

The Director of Finance manages the full accounting cycle, including financial reporting, member billing, accounts payable, payroll administration, cash management, budgeting, forecasting, internal controls, tax compliance, and capital-project accounting. The position serves as a key business partner to the General Manager/COO and works closely with the Treasurer, Finance Committee, Board of Directors, department leaders, and outside professional partners.

The successful candidate will protect the Club's financial integrity while helping ensure that DCC's resources are used effectively to advance its mission, support long-term financial sustainability, and deliver a compelling member experience.

Key Responsibilities

Accounting and Financial Reporting

- Perform the Club's day-to-day accounting activities and manage the monthly closing process.

- Perform or administer general ledger accounting, accounts payable, accounts receivable, member billing, payroll processing, bank reconciliations, journal entries, and cash management.
- Prepare timely and accurate monthly financial statements, including the income statement, balance sheet, cash-flow statement, departmental results, capital reports, and membership reports.
- Analyze results against budget, forecast, and prior-year performance; explain significant variances and recommend corrective action.
- Maintain fixed-asset records, depreciation schedules, vendor documentation, account reconciliations, and supporting accounting records.

Cash Management, Budgeting, and Forecasting

- Monitor the Club's cash position, operating liquidity, receivables, upcoming obligations, and borrowing availability.
- Prepare and maintain a rolling short-term cash-flow forecast and longer-range financial projections.
- Manage banking relationships and monitor debt, lines of credit, payment requirements, maturity dates, and financial covenants.
- Lead the annual operating and capital budget process in collaboration with the General Manager/COO and department leaders.
- Prepare regular financial reforecasts and promptly communicate material cash-flow concerns, unfavorable trends, and other financial risks.

Member Billing and Club Operations

- Ensure member statements are accurate, complete, and issued on schedule.
- Maintain accurate dues rates, fees, credits, assessments, and recurring member charges.
- Reconcile membership and billing records and report on member counts, classifications, additions, resignations, and their financial effects.
- Monitor member receivable aging and coordinate collection activity in accordance with Club policies.
- Ensure accurate accounting for dues, initiation fees, assessments, food and beverage, golf operations, merchandise, events, guest activity, and other revenue.
- Reconcile Clubessential, point-of-sale, payroll, merchant-processing, and banking activity to the general ledger.

Capital, Controls, and Compliance

- Maintain clear accounting for operating funds, capital funds, assessments, reserves, and Board-designated funds.

- Track capital-project budgets, commitments, expenditures, available funding, and projected costs to complete.
- Establish and maintain appropriate controls over cash receipts, disbursements, purchasing, payroll, inventory, credit cards, electronic payments, and financial-system access.
- Coordinate appropriate compensating controls with Club leadership where traditional segregation of duties is not possible within a two-person department.
- Coordinate the annual audit or financial review and serve as the primary contact for external auditors and tax professionals.
- Ensure compliance with applicable accounting, payroll, tax, regulatory, and record-retention requirements, including requirements applicable to a Section 501(c)(7) private club.

Financial Leadership

- Serve as a trusted financial advisor to the General Manager/COO, Treasurer, Finance Committee, Board, and department leaders.
- Prepare clear financial reports and analysis for Club leadership and volunteer Board members.
- Attend Finance Committee and Board meetings and present financial results, forecasts, risks, and recommendations as requested.
- Use Club Benchmarking and other private-club performance indicators to evaluate the Club's financial and operating performance.
- Promote accuracy, accountability, transparency, and timely financial reporting throughout the Club.
- Maintain strict confidentiality regarding member, employee, and Club financial information.

Candidate Qualifications

Required

- Bachelor's degree in accounting, finance, business administration, or a related field, or an equivalent combination of relevant education and experience.
- At least three years of progressively responsible accounting and financial-management experience.
- Demonstrated experience with monthly closing, financial statements, general ledger accounting, billing, accounts payable, payroll, budgeting, forecasting, cash management, and internal controls.
- Ability and willingness to personally perform detailed accounting work as the Club's sole finance and accounting employee.
- Strong knowledge of generally accepted accounting principles.
- Advanced proficiency in Microsoft Excel and financial-management systems.
- Strong analytical, organizational, problem-solving, and communication skills.

- High level of integrity, discretion, accountability, and professional judgment.

Preferred

- Seven or more years of progressively responsible accounting and financial-management experience.
- Prior accounting or financial-management experience working in a private-club environment strongly preferred, ideally within a golf or country club.
- Strong proficiency with Clubessential.
- Experience using Club Benchmarking and private-club performance metrics.
- Knowledge of business-process improvement and comfort using AI-enabled tools and other technologies to improve the quality, accuracy, controls, reporting, and efficiency of financial work.
- Experience with food and beverage accounting, golf operations, membership accounting, inventory controls, capital assessments, and Section 501(c)(7) reporting.
- CPA, MBA, CHAE, or another relevant professional credential.

Position Expectations

This is a hands-on financial leadership position. The Director of Finance will personally complete the Club's accounting work while also providing financial analysis and guidance to Club leadership. Success requires accuracy, responsiveness, timely execution, sound judgment, and the ability to move effectively between detailed accounting responsibilities and broader financial planning.

How to Apply

Prepare a thoughtful cover letter addressed to Don Byerly and clearly articulate why you want to be considered for this position at this stage of your career.

Please email your resume and cover letter and send to dbyerly@daytoncountryclub.com.

You must apply for this role as soon as possible to be considered for this opportunity.