

## CANDIDATE PROFILE

**Finance Director**  
Coral Reef Yacht Club  
Coconut Grove, FL



➤ Coral Reef Yacht Club

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## The Organization

Coral Reef Yacht Club is one of South Florida's most respected private yacht clubs and is recognized among Platinum Clubs of America. Ideally situated on the shores of Biscayne Bay in Coconut Grove, boaters have direct access to the Gulf Stream, ICW, Florida Keys and the Bahamas.

The Club is known for its rich tradition, premier waterfront setting, full-service marina, active yachting and regatta culture, exceptional dining and vibrant year-round social calendar. With a strong sense of community and family-oriented atmosphere, Coral Reef Yacht Club offers distinctive private club experiences in one of the most desirable locations in the Miami area.

### FACILITIES

- 6,000 sq. ft. Clubhouse and 12,000 sq. ft. Boathouse
- Lounge and casual dining
- Main dining room
- Roof top bar with views of Biscayne Bay
- Large veranda overlooking the marina and Bay
- Various meeting rooms
- Heated pool and poolside grill
- 100 slip marina with power and water
- Boat Hoists
- Dry boat storage

### CORAL REEF YACHT CLUB DETAILS

- Gross Dollar Volume: \$14.2M
- Dues Volume: \$5.2M
- F&B Volume: \$5.5M
- Board Members: 17

- Committees: 22
- Direct Reports for Finance Director: 4
- Full-Time Staff: 75
- Number of Employees in Season: 115

## Position Overview

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The Finance Director is the senior finance position at the Club and is the foundation of Coral Reef Yacht Club's financial health. It is the position that is relied upon by all parties including the General Manager, 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 to ensure financial strength and operational efficiency. The Finance Director reports directly to the General Manager and the Club's Commodore.

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 behaves with 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 and within the limits of the Coral Reef Yacht 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, auditing, compliance, treasury, financial reporting, forecasting and other related functions. The Finance Director will also develop transformative and automated processes/systems that have a positive impact on the business, including a review of and recommendations regarding the club software and systems now in use. This leader will identify inefficiencies within the business and promote effective cost management initiatives, streamline the procurement process, harness analytic insights and build performance metrics and reporting for department and committee heads.

## Responsibilities

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- 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 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 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. 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 insurance records for Club property and staff are maintained. Manages claims with the third-party brokers.
- Informs 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 Flag Officers, Board of Directors, Finance Committee, Executive Committee and other Club committees.

## Candidate Attributes

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- 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, etc., to staff, members and guests.
- Remain open to others' ideas and exhibit a willingness to try new things.
- Ability to envision the Club's future and continually produce ways to improve the entire Coral Reef member's experience.
- Possesses a good sense of humor and the ability to have fun.

## Requirements

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- 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 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 and drug test.

## Competitive Compensation

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- Competitive compensation/salary commensurate with experience.
- Health benefits, vacation, PTO, education allowance and relocation assistance.
- HFTP dues and education expenses with the emphasis on continuing education.
- Paid Vacation

- ▶ Participation in the Club's 401(k) plan

## To be Considered

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to GSI Executive Search outlining their qualifications, experience, interests and why the Coral Reef Yacht Club will be beneficial for you, your family and your career along with their resume to:



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