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DIRECTOR OF FINANCE PROFILE:
COLDSTREAM COUNTRY CLUB
CINCINNATI, OHIO

DIRECTOR OF FINANCE OPPORTUNITY AT COLDSTREAM COUNTRY CLUB

An outstanding opportunity exists for a team-oriented, dynamic, and approachable individual to join the leadership team at Coldstream Country Club. As the Director of Finance and financial thought partner for the General Manager/COO, this individual must excel in fostering a collaborative, member-oriented environment and demonstrate patience and expertise in mentoring department heads new to budgeting. The ideal candidate will be a tremendous resource eager to teach and simplify financial concepts, including budgets and capital versus operational funding, and guide department heads through budgeting, ensuring they feel capable, informed, and engaged. This hands-on role offers the opportunity to develop and train an accounting staff. With strong communication skills and a polished demeanor, the Director of Finance will confidently explain finances to the membership and present to the finance committee, effectively fielding questions and presenting financial information clearly.

Click here to view a brief video about this opportunity.

ABOUT COLDSTREAM COUNTRY CLUB AND COMMUNITY

Nestled amidst the picturesque landscapes of Cincinnati, Ohio, Coldstream Country Club is a premier destination for those seeking refined leisure and exceptional amenities. This distinguished country club, founded on a tradition of excellence, offers a haven for members to indulge in upscale recreational pursuits and create lasting memories in an idyllic setting.

Founded in 1959 on 190 acres of gently rolling dairy farm, sitting above the Ohio River, Coldstream is a premier private club located in Cincinnati, Ohio. It features a renowned championship golf course, originally designed by Dick Wilson and restored in 2020 by Keith Foster, and the club's founding members masterfully assembled a membership rooted in friendship and camaraderie.

Members enjoy an active social calendar, a renovated tavern, and both casual and semi-formal dining options. The club also offers extensive recreational amenities, including four tennis courts, two pickleball courts, three illuminated platform tennis courts, a professionally staffed aquatics complex with diving, a recreational complex with an outdoor playground and basketball court, and indoor fitness facilities. The club's dedication to excellence extends to all aspects of its operations, making it a sought-after destination for those seeking a premier country club experience in the Cincinnati area.

COLDSTREAM COUNTRY CLUB BY THE NUMBERS:

- 420 members
- $60,000 Initiation fee
- $12,924 Annual dues
- $150 Monthly Capital dues
- Gross Volume: $8.3M
- Annual Dues Volume Approximately: $4.2M
- Gross Payroll Approximately: $3.1M
- Food Costs Approximately: 50%
- 24,000 – Rounds of Golf

- 58 FTE Employees
- 12 Board members, each serving three-year terms
- Club POS System is Club Essentials
- Membership Average Age: 69
- Clubs tax status: 501-c7

COLDSTREAM COUNTRY CLUB WEBSITE: www.coldstreamcc.com

DIRECTOR OF FINANCE - POSITION OVERVIEW

The Director of Finance is a senior management position responsible for guiding and directing the Club's financial operations. This role oversees all aspects of accounting and ensures compliance with generally accepted accounting principles. Reporting directly to the General Manager, the Director of Finance interfaces with the Treasurer, Board of Directors, Finance & Audit Committee, and Department Heads. The Director of Finance (DOF) of Coldstream Country Club holds full accountability and direction of fiscal operations of the Club that include, but are not limited to, financial reporting, forecasting, auditing functions, compliance for financial, treasury management recordkeeping, financial policies and procedures, adherence to GAAP and legal requirements.

KEY PRIORITIES FOR SUCCESSFUL CANDIDATE:

FINANCIAL MANAGEMENT AND OVERSIGHT

- Collaborate with the General Manager and Department Managers to develop and manage operating budgets and capital/reserve budgets.
- Coordinate and review all accounting activities, including accounts payable, accounts receivable, general ledger, trial balance, journal entries, bank reconciliations, payroll, accrued expenses, fixed assets, balance sheet, and cash flow.
- Manage cash flow schedules and timely and accurately prepare monthly financial statements and reporting packages, including detailed department analysis and budget variance explanations.
- Act as the point of contact for the club bank, club auditors, and insurance broker in collaboration with human resources, IT, reserve study provider, and anything else deemed by the General Manager/COO.
- Assist the General Manager in negotiating, administering, and maintaining the Association’s insurance policies.
- Ensure compliance and filings with all federal, state, and local taxing authorities.
- Maintain long-term capital project schedules, files, budgets, costing and payouts, and statutory reserve fund.
- Provide financial insights for long-range planning and guidance to improve results.
- Monitor and reconcile financial activities of special projects and prepare necessary reports.
- Report to the Finance Committee monthly and assist the Treasurer in preparing a report for the Annual Membership Meeting and monthly Board meetings.
- Attend all board meetings, risk management meetings, and all other committee meetings deemed appropriate by the General Manager/COO.

ACCOUNTING AND COMPLIANCE

- Coordinate with external auditors for annual audits.
- Oversee departmental monthly inventories.
- Maintain knowledge of Club trends in economic processes and procedures.
- Ensure that the Club’s financial standards, methods, and operations are compliant and current with all local, state, and federal agencies.
- Recommend enhancements to processes and financial policies.
- Maintain the Accounting Department procedure manual.
- Reconcile all bank account statements for month-to-month accuracy of bank activity that serves as part of the internal audit function.
- Oversee and comply with record retention policies.

MEMBER AND VENDOR RELATIONS

- Oversee member billing and collections. Ensure that the Club's financial standards, methods, and operations are compliant and current with all local, state, and federal agencies.
- Review and recommend vendor and utility services, provisions, and contracts.
- Develop and maintain quality control and operational procedures for staff and department operations.
- Manage and develop Accounting staff for timely and accurate payment applications,statement production, receivable payments, member inquiries, and report writing

TECHNOLOGY AND PROCESS IMPROVEMENT

- Oversee IT and recommend enhancements for improved technological infrastructure and systems.

CANDIDATE QUALIFICATIONS

- Five to seven years of professional accounting experience, with at least three to five years as the Controller or equivalent position, preferably in a private club or association setting.
- Long-range planning and financial planning in the Club industry or a transferable industry, including reserves studies.
- Effective responsiveness in verbal and written communication skills.
- Intermediate experience with Word, Excel, PowerPoint, POS, and industry-specific software is necessary.
- Demonstrated leadership ability for staff management and planning for staff development.
- Ability to strategize short- and long-term planning to achieve the Club's financial goals.
- Exhibit a positive attitude with members, management, and staff.
- Demonstrate continued departmental improvement initiatives.
- Support Club policies and procedures and be open to contributing to new or improved methods of operation.
- Possess organizational skills to support efficient production.
- Maintain affiliations in appropriate professional associations to remain current in the profession.
- Participation in appropriate industry educational seminars and workshops/conferences to increase knowledge. of trends, best practices, and IT applications for Club and financial operations,enhance skills overall, and establish networking contacts.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree in finance and/or accounting preferred but not required.
- CPA accreditation is a plus or the equivalent of a proven ten years of progressive experience in a financial management position that demonstrates primary functions, responsibilities, and qualifications.
- CHAE certification is a plus.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package, including association membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to the Coldstream Country Club Search Committee and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why CCC and the Cincinnati area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Tuesday, August 13th, 2024. Candidate selections will occur in mid-August, with the first Interviews expected in late August 2024 and the second interviews a short time later. The new candidate should assume their role in early/mid/October.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &
“Last Name, First Name - Cover Letter - Coldstream”
(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot go back in and add additional documents.

Click here to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor at bethany@kkandw.com.

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