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CHIEF FINANCIAL OFFICER PROFILE: PHILADELPHIA COUNTRY CLUB GLADWYNE, PA

THE CHIEF FINANCIAL OFFICER AT PHILADELPHIA COUNTRY CLUB

Philadelphia Country Club seeks a dynamic and strategic financial leader to serve as its next Chief Financial Officer. As a key member of the executive team and trusted thought partner to the General Manager/COO, this individual will bring both financial acumen and executive presence to the role, offering clear, purposeful insights in a boardroom of sophisticated financial minds while also communicating complex information in a way that is accessible to all members and leadership. The ideal candidate will demonstrate exceptional judgment, emotional intelligence, and collaboration—knowing when to lead with conviction and when to listen with intent. Forward-thinking and engaged, the CFO will oversee all finance and accounting functions while serving as a supportive business partner to department heads, fostering a culture of accountability, transparency, and teamwork throughout the club.

Click here to view a brief video about this opportunity.

PHILADELPHIA COUNTRY CLUB

Established in 1890, Philadelphia Country Club embodies tradition, community, and excellence, serving families seeking a holistic recreational experience. Spanning 300 acres on the Main Line, PCC fosters a culture centered on integrity, mutual respect, and an unwavering commitment to member satisfaction.

The Club was the seventh member of the U.S. Golf Association and boasts a distinguished 27-hole golf facility featuring the Championship Spring Mill Course, designed by William S. Flynn. The Club has hosted several prestigious tournaments, including the 43rd U.S. Open in 1939, the 2003 U.S. Women's Amateur, and co-hosted the 2005 U.S. Amateur. The addition of the 9-hole Centennial Course by Tom Fazio commemorated the Club's centennial, further enriching its golfing legacy. The Centennial Nine was recently renovated to make way for a new practice area. Looking forward, the Club has been named Stroke Play Co-Host with Merion Golf Club of the 2026 US Amateur Championship.

Beyond golf, PCC offers an extensive range of amenities catering to diverse interests. These include a Fitness Center, Shooting Lodge, Har-Tru tennis courts, paddle courts, pickleball courts, resort-style Olympic-size pool, squash, and bowling facilities.

Most recently, the Club completed its signature capital project, The Mill. This stunning two-story facility enhances year-round experiences with casual dining, viewing decks, and a bar overlooking the golf course, a new tennis spectator space, a business center, and a "warming hut," further enriching the member experience. Emphasizing family-centric activities, PCC nurtures young talent through comprehensive youth programs, including summer camps and sports training across various disciplines.

PHILADELPHIA COUNTRY CLUB BY THE NUMBERS:

- 26,500 Approximate annual rounds of golf
- Initiation Fee: $120K
- Annual dues: $17K + $4K assessment
- 1050 Members, all categories
- $23M Gross volume approximately
- 13M Annual Golf and Club dues volume approximately
- $5.5M F&B volume approximately
- 97 Full-Time Employees; 150 seasonal
- 52 - Average age of members

- POS and Accounting are both JONAS systems

PHILADELPHIA COUNTRY CLUB WEBSITE: www.philadelphiacc.net

CHIEF FINANCIAL OFFICER - POSITION OVERVIEW
The Chief Financial Officer will report to the General Manager/COO and be an integral part of the Leadership Team. The CFO will attend all staff meetings, Finance Committee meetings, and Board meetings on an ongoing basis, and other meetings as required by the GM/COO.

THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT PHILADELPHIA COUNTRY CLUB
The Chief Financial Officer will combine strategic vision with operational excellence to ensure the Club's long-term financial strength. Reporting directly to the General Manager/COO, this individual will serve as a trusted advisor and thought partner, aligning financial strategies with the objectives of the Board and leadership team while providing meaningful analysis that supports sound decision-making and sustainable growth.

The CFO will have direct responsibility for all core financial functions—including accounts payable and receivable, audits, and expense management—while driving accuracy, accountability, and efficiency across the organization. More than a steward of the numbers, the successful candidate will dig into the details, helping department heads understand the "why" behind their financials, challenging assumptions, and respectfully pushing both staff and leadership toward stronger outcomes.

A central priority will be evaluating and strengthening the finance and accounting team to ensure it is structured for success. This includes assessing current roles, identifying opportunities for process improvements, implementing internal controls, and streamlining reporting to improve clarity and timeliness. The CFO will also be expected to build out processes that move the department from transactional to strategic, empowering team members with the knowledge and tools they need to perform at a higher level.

Equally important is the CFO's leadership style. The ideal candidate will be approachable, collaborative, and invested in mentoring and developing staff. They will model professionalism and flexibility—able to disagree respectfully, step in where needed, and set clear expectations without creating barriers. This person will be counted on to lighten the load for the GM/COO by proactively leading initiatives, not simply executing directives. The CFO must bring the confidence to establish structure, the emotional intelligence to build trust, and the responsiveness to deliver accurate information when it's needed most.

This is an opportunity for a forward-thinking financial leader who thrives on problem-solving, values teamwork, and wants to make a lasting impact on a club that is both evolving and deeply rooted in tradition.

KEY CHARACTERISTICS

OPERATIONS
- Collaborate with the GM/COO to direct financial operations, develop and recommend accounting, auditing, budgeting, and cost control policies, and ensure policies are reviewed and updated annually.
- Support the GM/COO and Leadership Team by maintaining strong internal controls, anticipating and addressing financial variances, and communicating regularly with the Treasurer and Finance Committee.
- Analyze cash flow, expenses, and cost controls to identify improvement opportunities, tailoring reporting and analysis to the materiality of business decisions.
- Provide data-driven analysis to guide the GM/COO and Leadership Team, assisting in developing Key Performance Indicators (KPIs) to monitor and improve performance.
- Ensure timely, accurate financial reporting to the Board of Directors and members, fostering strong committee and member relations.
- Partner with the GM/COO to prepare and present the annual budget to the Board of Directors, explaining variances and advocating for critical line items to support success.

CAPITAL EXPENDITURES

- Develop and execute long-term financial strategies aligned with the club's strategic goals, supporting major capital projects and renovations.
- Oversee capital budget planning, allocation, and management, monitoring expenditures, and ensuring projects stay on budget.
- Identify and mitigate financial risks for capital projects while ensuring compliance with regulations and policies.
- Communicate project financial status and progress regularly to stakeholders, including the Board, investors, and management.
- Serve as the primary financial contact for the Leadership Team, Board, and external vendors or contractors.
- Implement cost-saving measures and efficiency improvements to enhance financial performance without compromising quality or timelines.
- Establish and track key performance indicators (KPIs) to drive continuous financial improvement across projects.

LEADERSHIP
- Lead with a clear financial vision, ensuring consistent, timely, and accurate financial controls and reporting.
- Actively participate in Finance Committee meetings, respectfully presenting and defending data-driven recommendations while considering feedback.
- Deliver weekly financial updates and monthly forecasts to the Leadership Team, comparing performance against targets.
- Enhance the member experience by improving all aspects of financial interactions, including billing and charges.

TAX, BENEFITS, BUDGETS, REPORTING
- Collaborate with the HR Director to evaluate and manage benefits negotiations, balancing competitive employee packages with budgetary requirements.
- Manage bank account reconciliations, approve transfers, and ensure timely preparation and filing of annual 1099, 1096, and year-end audit requirements in partnership with the CPA firm.
- Ensure prompt payment of federal, state, payroll, sales, and occupancy taxes while preparing accurate journal entries. Remain current on tax law changes to leverage the club's financial reporting advantages.
- Analyze general ledger, accounts payable, accounts receivable, and fixed assets to maintain financial accuracy.
- Lead the budget process by establishing policies, collaborating with the GM/COO and department heads to ensure alignment with the Club's mission, and providing real-time reporting to address financial issues.
- Regularly compare relevant financial data, such as year-to-date results versus budget or current versus prior year, to proactively identify trends and address concerns.

IT INFRASTRUCTURE AND RISKS
- Evaluate and enhance finance procedures, processes, and administration, implementing and managing recommended improvements.
- Develop and implement an enterprise-wide cybersecurity policy and program.
- Inform the General Manager/COO and Board of Directors on risk trends, the Club's risk profile, and cyber mitigation strategies.
- Oversee technology investments, policies, and vendor contracts to ensure alignment with the Club's operational goals.

STAFF DEVELOPMENT
- Assess, hire, train, mentor, and develop finance and accounting staff to build a strong, high-performing team.
- Lead the finance team to ensure effective operations, support for capital projects, and a culture of collaboration, innovation, and efficiency.
- Foster a results-driven financial culture that emphasizes excellence, accountability, and a sense of urgency.

LEGAL AFFAIRS AND CONTRACT MANAGEMENT
- Build and maintain strong relationships with banks, insurers, and contractual partners while effectively managing risk and insurance matters.

CANDIDATE QUALIFICATIONS

- 10+ years of progressive financial experience with a strong team orientation and ability to meet deadlines.
- Possesses “executive presence” with excellent presentation and communication skills.
- Experience in contract review, negotiation, and collaboration with outside counsel.
- Proficient in current technology, software programs, 401K administration, and defined benefit retirement plans.
- Experience working with volunteer Boards and committees is a plus.
- Experience managing construction and renovation projects; a strong emphasis on financial reporting is desired.
- Candidates from related industries with strong 'hospitality DNA' are encouraged to apply.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree (B.A.) in Finance, Economics, Accounting, or a related field with at least ten years of relevant experience or equivalent education and training.
- MBA, CPA, and/or CHAE certification is a plus; HFTP membership is encouraged.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

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. Ensure your documents are fully prepared to attach when prompted during the online application process. Please ensure your image is not included in your resume or cover letter; it should be used only on your LinkedIn profile.

Prepare a thoughtful cover letter addressed to **Mr. Ryan Kenny, General Manager/ COO**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Philadelphia Country Club and the Philadelphia 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 the 12th of November 2025. Candidate selections will occur late November of 2025, with the first Interviews expected in early December and the second interviews a short time later. The successful candidate should assume his/her role in January 2026.

IMPORTANT: Save your resume and letter in the following manner: (These documents should be in Word or PDF).
“Last Name, First Name - Resume” &
“Last Name, First Name - Cover Letter – Philadelphia CC”
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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