

## CHIEF FINANCIAL OFFICER PROFILE: PIPING ROCK CLUB LOCUST VALLEY, NY

### THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT PIPING ROCK CLUB

Piping Rock Club seeks a highly relational, strategically minded Chief Financial Officer to serve as a trusted advisor to the Board, an indispensable financial thought partner to the General Manager, and a collaborative business partner to its seasoned department heads. This is a rare opportunity to join one of the nation's most respected private clubs—a historic, tradition-rich environment—while helping guide it thoughtfully into its next chapter of financial clarity, operational alignment, and long-term planning.

The ideal CFO brings not only technical excellence but also patience, diplomacy, and the political savvy required to navigate a complex governance environment. The Club is poised for significant advances in operational and capital planning, and its next CFO will help shape these changes by building trust, developing strong relationships, and establishing financial practices that support both tradition and forward momentum. This leader will thoughtfully evaluate current financial operations, implement efficiency improvements, update processes, and implement best-practice systems to improve accuracy, transparency, and timeliness.

Success in this role requires exceptional executive presence and communication skills, including the ability to present financial concepts clearly to non-financial audiences and to facilitate consensus among stakeholders with differing viewpoints. The CFO will be a calm, steady force—someone who de-escalates tension, frames difficult conversations with integrity, and supports the GM and department heads with the financial tools, dashboards, and metrics needed to convey essential insights. The individual will move at a pace appropriate for the Club—careful, deliberate, and respectful of long-standing traditions—while still championing innovation, modernization, and technological advancement.

### ABOUT PIPING ROCK CLUB

Piping Rock Club, located in the charming hamlet of Locust Valley, NY, is just a short train ride from New York City and steeped in more than a century of distinguished tradition. Founded in 1911 as a social and sporting club, the Club's deep equestrian heritage was central to its identity, and The New York Times highlighted it in its announcement of the Club's organization. Noted architect C.B. Macdonald designed Piping Rock's renowned golf course around the steeple-chase track that once occupied the grounds.

Today, Piping Rock stands as one of the finest private country clubs in the nation and is consistently recognized as one of the top 100 golf courses. Its Main Clubhouse offers several intimate, well-appointed dining venues and bars, complemented by twenty overnight guest suites and multiple charming member cottages. The Club features an exceptional array of racquet facilities, including 16 grass courts, 10 Har-Tru clay courts, three indoor Har-Tru courts, four paddle courts, and four squash courts, along with a fully equipped second-floor fitness center.

The state-of-the-art Golf House enhances the golf experience with four indoor bays, three simulators, a putting lab, and a professional club fitting center. Members also enjoy trap and skeet shooting in a warm, lodge-style setting. Adding to its premier amenities, Piping Rock operates the scenic Fox Point Beach Club, located 4.5 miles from the Main Club. Overlooking Long Island Sound, Fox Point offers indoor and outdoor dining, a swimming pool, and a playground—making it a beloved summer destination for families.

### PIPING ROCK CLUB BY THE NUMBERS:

- Approximately 852 members in all categories
- Annual Dues Approximately \$21,075
- Approximate Initiation Fee \$110,000

- Gross Volume Approximately \$23.1M
- Gross Annual Dues Volume Approximately \$13.4M
- F&B Volume Approximately \$3.5M
- Gross Payroll Approximately \$10.9M
- Approximate Employees 150 FT and 250 FT In Season
- The Club's Board is comprised of 24 members, serving 8-year terms
- Average Member Age 56
- Club operates as a 501(c)(7)
- Club uses Northstar for POS and club accounting.

**PIPING ROCK CLUB WEBSITE: [www.pipingrockclub.org](http://www.pipingrockclub.org)**

#### **CHIEF FINANCIAL OFFICER - POSITION OVERVIEW**

The CFO at Piping Rock Club will be a highly visible, hands-on leader responsible for aligning the Club's financial operations with the expectations of the Board, membership, and management team. This individual will oversee accounting, financial reporting, budgeting, forecasting, internal controls, cash management, and risk mitigation while ensuring a timely and accurate monthly close. A strong, collaborative relationship with the GM is essential, as the CFO will serve as an analytical and strategic partner in shaping operational decisions, capital planning, and long-term financial models.

A key component of the role is fostering trust and establishing credibility across the organization. The CFO will carefully assess current processes, thoughtfully recommend improvements, and implement changes only after building consensus and ensuring that all stakeholders feel supported and heard. They will empower department heads with financial tools, KPIs, dashboards, and reporting that improve operational performance and enhance ownership of departmental budgets.

The CFO must bring strong governance experience and the confidence to engage constructively with a large, influential Board. This includes asking difficult questions when necessary, advocating for the Club's best interests, and respectfully setting boundaries. The successful candidate will be an empathetic teacher and mentor, developing staff, elevating the finance and accounting function, and creating a culture of continuous improvement without micromanaging.

Given the Club's evolving needs and traditional character, the CFO must blend modern financial leadership with deep respect for the Club's history. The role requires creativity with resources, commitment to high standards, and the ability to "keep the train moving" even while building new systems. Ultimately, this individual will play a central role in guiding Piping Rock Club toward greater financial alignment, operational clarity, and long-term sustainability while preserving the warmth, respect, and traditions that define the Club.

#### **KEY CHARACTERISTICS**

##### **OPERATIONS**

- Collaborate with the GM 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 and Leadership Team by maintaining strong internal controls, anticipating and addressing financial variances, and communicating regularly with the Treasurer and Finance Committee.
- Serve as a primary financial liaison to the Club President and Treasurer, providing clear, timely financial insight, decision support, and guidance on financial performance, risk management, investments, and long-term planning while ensuring alignment between governance leadership and management.
- Direct the financial operations of the club.
- Direct the preparation of the monthly income statement, balance sheet, cash flow, and financial analyses for the club.
- Design and implement controls to monitor expenses for all departments of the club.
- Supervise and coordinate the daily work of the Accounts Payable, Accounts Receivable, and Inventory Control.

- Provide data-driven analysis to guide the GM and Leadership Team, assisting in developing Key Performance Indicators (KPIs) to monitor and improve performance.
- Ensure timely, accurate financial reporting to the Board of Governors and members, fostering strong committee and member relations.
- Partner with the GM to prepare and present the annual budget to the Board of Governors, explaining variances and advocating for critical line items to support success.
- Manage Club funds to maximize returns.
- Oversee and actively manage the Club's comprehensive insurance program, including property, casualty, liability, workers' compensation, cyber, D&O, and specialty coverages; partner with brokers and insurers to evaluate risk exposure, ensure appropriate coverage levels, manage claims, and conduct regular policy reviews to align with the Club's evolving operational and capital profile.
- Direct and manage the Club's short-term investment and liquidity program, establishing investment guidelines in collaboration with the Treasurer and Finance Committee, overseeing cash allocation and permitted instruments, monitoring performance, safeguarding principal, and ensuring adequate liquidity to support operations, capital needs, and seasonal cash flow requirements.
- Prepare a full report of the year's financial operations for presentation at the Club's Annual Meeting.
- Identify areas needing improvement in the financial operation and provide recommendations.

#### 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.
- Review and approve all contracts before execution and prepare detailed financial reports and presentations weekly, monthly, and annually.
- 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

- Attend and actively participate in Finance Committee meetings, respectfully presenting and defending data-driven recommendations while considering feedback.
- Lead with a clear financial vision, ensuring consistent, timely, and accurate financial controls and reporting.
- 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.
- Oversee the 401 (k) plan, monitor investment decisions, and ensure bi-annual reporting compliance.
- 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.
- Review 1120 filings prepared by external auditors and ensure timely submission.
- 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.
- Lead the budget process by establishing policies, collaborating with the GM 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 and IT procedures, processes, and administration, implementing and managing recommended improvements.
- Develop and implement an enterprise-wide cybersecurity policy and program.
- Inform the GM and Board of Governors 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.
- Manage and maintain key external relationships, including outside legal counsel, independent auditors, local government entities, and tax authorities; serve as the primary point of contact for financial, regulatory, audit, and compliance matters while ensuring timely, accurate, and professional coordination.
- Oversee relationships with major vendors and service providers, negotiating terms, evaluating performance, ensuring contractual compliance, and aligning external support partners with the Club's operational standards, financial controls, and service expectations.

#### **CANDIDATE QUALIFICATIONS**

- 10+ years of progressive financial experience with a strong team orientation and ability to meet deadlines.
- 5 years of experience in leading an accounting team.
- 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, 401 (k) administration, and defined benefit retirement plans.
- Experience working with volunteer Boards and committees is a plus.
- Experience with construction and renovation projects; a strong emphasis on financial reporting is desired.
- Skilled in collecting diverse inputs to create accurate forecasts, analyses, and sensitivity evaluations.
- While experience in the private club industry is beneficial for an expeditious transition, 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 five 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. Salary Range: \$250,000 - \$300,000.

#### **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 **Megan Spies, General Manager, and the Piping Rock Club search committee**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why PRC and the Locust Valley, NY area will benefit you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible, but no later than February 4<sup>th</sup>, 2026. Candidate selections will occur in late February 2026, with the first Interviews expected in early March and the second interviews shortly after. The successful candidate should assume their role in mid-April.**

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Piping Rock”

(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](mailto:bethany@kkandw.com)

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