

*Burlingame Country Club*

Burlingame Country Club (BCC), established in 1893, is a private, member-owned country club located just south of the San Francisco airport and employs approximately 150 part- and full-time employees. It is recognized as one of the most prestigious private country clubs in California. Facilities include a magnificent Clubhouse that offers overnight guest rooms, several dining and banquet areas, kitchen, bar and lounge and various Member reception areas. An 18-hole golf course, tennis facility, swimming pool with snack bar and associated maintenance areas and pro shops complete the amenities of the facility. Annual revenues total \$15 million.

The BCC seeks a full-time Director of Finance to direct its financial operations and manage the human resources needs of the organization. The candidate hired will replace the existing Controller, who has served with distinction for over 5 years and is retiring. The Director of Finance supervises all finance and human resource personnel and reports directly to the General Manager/COO. The successful candidate will be a proven professional who possesses strong financial management skills and superior knowledge of accounting, auditing, budget preparation and program analysis. Information technology knowledge as it pertains to accounting software and office equipment is required. The BCC employs a loyal, professional and accomplished Executive Team and wishes to complement its excellent group already in place. The working environment of the organization is one of professionalism and respect and the BCC prides itself on the positive relationships it maintains with its staff.

**Key Responsibilities:****Financial Management & Reporting**

- Oversee all accounting operations and Human Resource functions including general ledger, accounts payable/receivable, payroll, and cash management
- Prepare timely and accurate monthly, quarterly, and annual financial statements
- Manage the annual budgeting process and monitor performance against budget
- Provide financial analysis, forecasts, and variance reports to management and the Board
- Analyze budget variances, forecast performance, and recommend corrective measures to ensure alignment with goals
- Maintain Club insurance policies and records ensuring continuity of coverage and competitive rates
- Collaborate with the GM/COO and Facilities Director to ensure the Capital Reserve Study remains current and consistent with Board and Capital Improvement reports
- Negotiate and administers employee benefits

### **Internal Controls & Compliance**

- Establish and maintain effective internal controls and accounting policies
- Ensure compliance with GAAP, tax regulations, and applicable local, state, and federal laws
- Coordinate audits, tax filings, and work with external auditors and advisors
- Ensure mandatory filings are completed accurately and timely

### **Club Operations Support**

- Partner with department heads to support financial planning and cost control
- Oversee point-of-sale and club management systems from a financial perspective
- Support capital projects, reserve studies, and long-term financial planning

### **Leadership & Team Management**

- Supervise and mentor accounting and HR staff
- Promote a culture of accuracy, accountability, and continuous improvement
- Ensure cross-department collaboration with a member-focused mindset

## **Qualifications**

### **Education & Experience**

- Bachelor's degree in Accounting, Finance, or related field (CPA or CMA preferred)
- 5+ years of progressive accounting or finance experience, preferably in hospitality, private clubs, or service-driven organizations
- Experience working with Boards or finance committees strongly preferred

### **Skills & Competencies**

- Strong knowledge of GAAP and financial reporting
- High attention to detail with excellent organizational skills
- Proficiency in accounting and club management software
- Strong communication skills with the ability to present financial information clearly
- Discretion, professionalism, and a service-oriented attitude
- Demonstrated ability to work well under pressure and time constraints

### **Working Conditions**

- Primarily office-based with regular interaction across club departments
- Occasional evening or weekend work may be required to support meetings or club needs

**Compensation/Benefits:**

- Salary and performance bonus based on experience and qualifications.
- Medical, dental and vision benefits, vacation, holidays, 401(k) plan with employer and matching contribution and life insurance.
- Paid continuing education and professional association allowance.
- Complimentary staff lunch daily and golf course privileges on Mondays.

Please e-mail resume, to: [hr@burlingamecc.org](mailto:hr@burlingamecc.org) This position is available immediately.