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DIRECTOR OF FINANCE & ACCOUNTING PROFILE:
BOCAIRE COUNTRY CLUB
BOCA RATON, FL

DIRECTOR OF FINANCE & ACCOUNTING OPPORTUNITY AT BOCAIRE COUNTRY CLUB

Bocaire Country Club (Bocaire or BCC) in Boca Raton, Florida, invites an accomplished, forward-thinking financial leader to serve as its next Director of Finance & Accounting (DOFA). This is a rare opportunity to help shape the financial future of a boutique, highly personalized "family" club community that has undergone significant reinvestment in its amenities (with more to come) and welcomed a growing base of younger members in recent years.

Elevated from a traditional controller position, this role calls for a true financial thought partner rather than solely a reporting resource. Reporting directly to the General Manager/Chief Operating Officer (GM/COO), the DOFA will modernize systems, strengthen internal controls, and deliver the timely, insightful analysis that empowers the Senior Leadership Team, the Board of Directors, and the Finance Committee. As a merged Homeowners' Association (HOA) and Club, Bocaire offers a uniquely multidimensional financial environment, including reserve planning and capital stewardship, where strong technical skills, clear communication, and strategic vision are essential. Strong presentation skills will be central to conveying financial data and key information with clarity and purpose.

Click here to view a brief video about this opportunity.

ABOUT BOCAIRE COUNTRY CLUB

Located in Boca Raton, Bocaire Country Club is a private, member-owned community known for its exceptional service, welcoming culture, and vibrant lifestyle. Bocaire operates as a merged HOA and Club with 239 homes and mandatory membership, complemented by up to 80 sponsored non-resident members. This structure creates a close-knit community where members enjoy both an active social environment and a strong sense of connection.

The recently renovated clubhouse serves as the center of social and dining activity at Bocaire. Enhancements include elegant dining spaces, a sophisticated indoor/outdoor bar, and an expanded patio that offers a relaxed, resort-style setting for members and guests. The renovation also introduced spa treatment rooms for massage and facial services, as well as beautifully appointed men's and ladies' card rooms designed for comfort and connection.

Bocaire offers a dynamic club lifestyle supported by a full calendar of social events, engaging card play, and a variety of programs focused on golf, tennis, fitness, and wellness for all levels of participation. Golf at Bocaire centers around an 18-hole championship course designed by Kipp Schulties, featuring seven sets of tees and a premier practice facility, and is regarded as one of the best courses in the area.

BOCAIRE COUNTRY CLUB BY THE NUMBERS:

- Approximately 239 property-owner members and up to 80 sponsored guest members
- Full-Member Equity/Initiation Fee: $300,000
- Annual Dues: $57,175 (including HOA)
- Approximate operating budget: $10.5M
- Approximate dues volume: $7.65M

- Approximate Food & Beverage volume: $1.4M
- Approximately 26,000 annual rounds of golf
- Approximately 77 full-time year-round and 28 part-time year-round employees
- The Club operates POS and Accounting on Club Essential
- 11 Board members, each serving 3-year terms
- Average age of the membership is approximately 70, with many younger members moving to the community

BOCAIRE COUNTRY CLUB WEBSITE: www.bocairecc.com

DIRECTOR OF FINANCE & ACCOUNTING JOB DESCRIPTION

The Director of Finance & Accounting at Bocaire Country Club is a collaborative, transparent financial leader who works closely with all Department Heads (Senior Leadership Team) to ensure they have the timely tools, resources, and insights needed to manage their areas effectively. This includes partnering on budget development, providing regular variance analysis, making recommendations, and serving as a trusted sounding board for operational and financial decisions. By learning the nuances of each department's operations, the DOFA empowers leaders to take ownership of their results while fostering a culture of accountability and continuous improvement.

As a key member of the senior leadership team, the DOFA will oversee the business and financial operations of the Club and the HOA, lead the finance team, and ensure processes are in place to maintain control, accuracy, and efficiency. This is a hands-on leader responsible for all aspects of financial processing, including payroll, accounts payable, accounts receivable, cash controls, bank reconciliations, compliance reporting, and expense management, as well as ensuring the timely completion of annual financial audits. The DOFA will also lead, mentor, coach, and grow the finance and accounting team.

SELECT KEY RESPONSIBILITIES

STRATEGIC GUIDANCE

- As a trusted partner to the GM/COO, direct the financial operations of the Club and HOA. Formulate, receive, and recommend policies for approval relating to accounting and auditing, the budget, revenue, and cost-control procedures.
- Develop, implement, and maintain planning and budgeting processes that are proactive, structured, and transparent, and assist with the preparation of annual capital and operating budgets.
- Analyze cash flow, cost control, and expenses to pinpoint potential areas for improvement; adjust the depth of reporting and analysis relative to the materiality of business decisions.
- Take a proactive, partnership approach to data-driven analysis to assist and advise the GM/COO and Senior Leadership Team.
- Ensure the reporting needs of the Board of Directors and members are met on time and in support of favorable committee and member relations.
- Work with the GM/COO to deliver a budget to the Board of Directors; collectively, they are responsible for explaining variances and advocating various line items as needed.
- Anticipate unfavorable financial results or variances; conduct research and be prepared to offer preliminary explanations and appropriate countermeasures. Communicate regularly with the Treasurer/Finance Committee.
- Support HOA financial stewardship, including reserve studies, capital and community planning, and the long-term funding requirements unique to a merged HOA and Club.

LEADERSHIP

- Serve as an engaged leader and trusted partner with a solid financial vision who will drive financial controls and results, offering consistency, timeliness, and accuracy of finances and reporting.

- Attend and participate in monthly Board of Directors and Finance Committee meetings; listen to feedback, provide input, and communicate and defend data-driven recommendations respectfully, confidently, and professionally.
- Support monthly reviews with the Senior Leadership Team; provide weekly flash reports, monitor actual versus budget results, and prepare and present monthly and yearly financial reports and forecasts versus targets.
- Respond to members' questions in a timely manner (within 24 hours, or with an appropriate out-of-office response), and strive daily to enhance the member experience in any aspect of billing, charges, or financial interaction with the Club.

TAX, BENEFITS, BUDGETS, AND REPORTING
- Serve as Trustee for and oversee the Club's 401(k) retirement plan; review investment decisions by investment advisors and ensure required reporting is completed for the Finance Committee.
- Oversee the reconciliation of bank accounts and approve transfers as needed throughout the year; monitor, project, and routinely report cash flow.
- Prepare 1099s and W-2s and other year-end reports; ensure all federal, state, sales, and payroll taxes are paid promptly, and prepare monthly journal entries.
- Oversee the year-end audit process and assist the Club's CPA firm with the preparation of the Club's annual tax returns, ensuring there are no material weaknesses identified in the annual audit.
- Maintain awareness of current tax law changes or tax-related legislation that impacts the Club, and leverage that knowledge to incorporate any tax/reporting advantages.

STAFF DEVELOPMENT
- Assess, hire, mentor, train, develop, and retain accounting staff; conduct annual performance reviews of direct reports, including those with developmental plans.
- Provide a positive work environment; counsel accounting staff as appropriate and demonstrate a professional approach to management.
- Energize the team and build a strong financial culture driven to excellence with an appropriate sense of urgency; serve as a coach and mentor and lead by example.
- Focus on success and hold accounting staff accountable to perform at a high service level.

TECHNOLOGY
- Oversee the Club's information technology needs and purchases, whether outsourced through a third-party vendor or internal; ensure equipment is maintained and forecast replacements and replacement costs.
- Stay current on the newest technology and make recommendations for implementation to enhance efficiency and communication, serving as a collaborative partner to the Senior Leadership Team in assessing their specific technological needs and reducing downtime through vendor coordination.

LEGAL AFFAIRS AND CONTRACT MANAGEMENT
- Create and sustain productive banking, insurance, and contractual relationships and liaise with related third parties.
- Evaluate and oversee risk management and insurance issues.

CANDIDATE SPECIFICATIONS
- Has "Hospitality DNA;" team-oriented and able to meet deadlines.
- Has an "executive presence" and excellent presentation skills.
- Experience managing 501(c)(7) (and, ideally, 501(c)(3)) not-for-profit business reporting and finance procedures.
- Familiarity with HOA financial management, reserve studies, and community/capital planning is a strong plus given Bocaire's merged HOA and Club structure.
- Experience working with volunteer Boards and committees is a plus.

- Proficiency in information technology for finance and accounting in the hospitality industry; Club Essential experience preferred.
- Experience with the administration of 401(k) and defined-benefit retirement plans.
- Charismatic, influential leadership with strong oral, written, and interpersonal communication skills and the ability to mentor and lead others.
- Excellent financial reporting, accounting, and forecasting skills, including financial disclosures and probability analysis.
- A positive attitude and contribution to an inclusive and engaging work environment; experience in a member-owned country club environment is a plus.
- Stewardship to ensure financial stability by operating a well-managed and fiscally responsible process.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree from a four-year college or university with a concentration in Finance or Accounting.
- 10+ years of professional finance/accounting experience with a minimum of 3+ years at a Controller/Staff Accountant level; current accounting certifications (e.g., CPA, CMA) preferred. M.B.A. a plus.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all individuals hired will be required to verify their 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. You should have your documents fully prepared to attach when prompted during the online application process. Please ensure your image is not included on your resume or cover letter; it should be used on your LinkedIn profile instead.

Prepare a thoughtful cover letter addressed to **Greg Miller, President, and the Bocaire Country 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 Bocaire Country Club and the Boca Raton area will benefit you, your family, your career, and the Club if selected.

IMPORTANT: Save your resume and letter in the following manner:
"Last Name, First Name - Resume" &
"Last Name, First Name - Cover Letter - Bocaire"
(These documents should be in Word or PDF format.)
Note: Once you complete the application process for this search, you will not be able to go back and add additional documents.

Click here to upload your resume and cover letter.

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

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