

DIRECTOR OF FINANCE & ACCOUNTING PROFILE: WILLOUGHBY GOLF CLUB STUART, FL

DIRECTOR OF FINANCE & ACCOUNTING OPPORTUNITY AT WILLOUGHBY GOLF CLUB

Willoughby Golf Club, a private, member-owned club community in Stuart, Florida, seeks an accomplished, detail-oriented financial leader to serve as its next Director of Finance & Accounting (DOFA). Reporting to the General Manager and serving as a key strategic partner on all matters relating to budget management, cost-benefit analysis, forecasting, and internal controls, the DOFA will direct the financial operations of the Club and its community association functions. This is a hands-on leadership role in a warm, engaged club community, well-suited to a finance professional who combines technical excellence with clear communication and a genuine service orientation toward members, committees, and fellow department heads.

[Click here to view a brief video about this opportunity.](#)

ABOUT WILLOUGHBY GOLF CLUB

Willoughby Golf Club is a premier private club and gated residential community located in Stuart, Florida, "America's Happiest Seaside Town." Set across more than 400 acres of natural beauty, the Club is home to eight distinctive neighborhoods and offers an exceptional lifestyle built around golf, recreation, and meaningful social connections.

At the heart of the Club is a recently renovated Arthur Hills championship golf course complemented by a six-acre practice facility. Beyond golf, members enjoy an active racquets program featuring Har-Tru tennis courts, pickleball courts, a state-of-the-art fitness center, and a heated outdoor pool with cabana dining.

The 25,000-square-foot clubhouse serves as the social hub of the community. Members gather to enjoy casual and refined dining, a lively bar and lounge, card rooms, a well-appointed golf shop, and a covered terrace overlooking the 18th hole. A vibrant year-round calendar of social events and activities creates an engaging and welcoming atmosphere for members of all ages.

Ideally situated in Martin County, just minutes from Atlantic beaches, historic downtown Stuart, and convenient regional and international airports, Willoughby Golf Club offers the perfect balance of tranquility, accessibility, and an outstanding private club experience. Its culture of hospitality, camaraderie, and excellence makes it one of Florida's most desirable club communities.

WILLOUGHBY GOLF CLUB BY THE NUMBERS:

- Members: 494 | Average age of Membership: 71
- Initiation Fee - \$50,000 + \$50,000 Capital
- Annual Dues - \$34,000
- Gross Volume: Approximately \$15M
- Yearly Annual Dues Volume: Approximately \$8.9M
- F&B Volume: Approximately \$2.6M
- Food Cost: 47%
- À la carte 46% Catering 54%
- The Club is a 501 (c)(7)
- Employees: 65 FTE + 45 seasonal
- Average Labor Cost: 35.7%
- Approximate Gross Payroll: \$5.7M
- 11 Board Members, 3-Year Terms
- Club's POS and Accounting System: Jonas

DIRECTOR OF FINANCE & ACCOUNTING - POSITION OVERVIEW

Willoughby Golf Club seeks a Director of Finance & Accounting who is equal parts strategic thinker and hands-on operator. Reporting to the General Manager, the DOFA leads the financial function for both the Club and its homeowners association, a substantial and integral component of this role. The position calls for a leader comfortable wearing multiple hats, moving fluidly between high-level analysis and the daily detail that keeps a busy club community running well.

Beyond technical command, Willoughby is looking for a communicator who explains the “why” behind the numbers. The DOFA will present to the Board and General Manager with confidence, clarity, and a direct, right-to-the-point style that earns trust quickly, while engaging a financially astute Finance Committee at an appropriately sophisticated level. Equally important is the patience and respect to work with those who have less financial background, translating complex information so that every department head and committee member understands what the numbers mean and what to do about them.

Technology fluency is essential. The Club seeks a forward-thinking professional who stays current with what is new in finance, presents information in a clean and visually modern format, and is open to the thoughtful use of artificial intelligence and other tools that improve efficiency, accuracy, and the quality of reporting.

The successful candidate will be a resourceful problem solver, capable with contracts and comfortable working alongside legal counsel and outside advisors. This individual will select, mentor, and develop the accounting team while serving as a genuine cross-functional resource, providing lateral service to fellow department heads rather than operating in a silo. Approachability, flexibility, good humor, and an articulate, helpful presence are valued at Willoughby as highly as technical expertise.

SELECT KEY RESPONSIBILITIES

STRATEGIC GUIDANCE AND REPORTING

- Formulate, receive, and recommend policy proposals relating to accounting and auditing, the budget, revenue and cost-control procedures, payroll, and tax matters.
- Prepare operating and capital budgets and financial forecasts in coordination with committees, department heads, and the General Manager; monitor budgeted versus actual results, advise management about variances, and recommend corrective actions.
- Direct or prepare the monthly trial balance and resulting financial statements, with supporting schedules for financial reports and records.
- Prepare accounting reports for the Board of Directors, Executive Committee, and other club committees; inform and advise department heads on the financial aspects of their responsibilities.

ACCOUNTING OPERATIONS AND CONTROLS

- Manage internal auditing programs; reconcile monthly ledgers including receivables, payables, bank, asset, and wage accounts; safeguard all funds and supervise cash controls.
- Oversee member billing and collection procedures, audit member and guest charges, and monitor accounts receivable and past-due accounts.
- Direct and verify inventories for food, beverage, supplies, equipment, and other club assets; maintain fixed asset ledgers and depreciation schedules.
- Work with the Club’s external auditors and accounting firm; prepare or supervise applicable federal, state, and local tax returns.
- Manage membership certificate issuance, recovery, redemption, and related collections and refunds; maintain tournament accounting records.

BENEFITS, INSURANCE, AND INVESTMENTS

- Negotiate and administer employee benefits including health and life insurance, pension plans, and workers’ compensation; assist the General Manager in benefit plan decisions.
- Negotiate and acquire property and casualty insurance to protect the Club’s assets; verify insurance records are properly maintained.

- Maintain the Club's investment program and invest excess funds on a timely basis to optimize cash flow; analyze investment returns.

STAFF DEVELOPMENT AND TECHNOLOGY

- Select, train, supervise, schedule, and evaluate accounting staff; plan professional development and training activities.
- Manage, review, and monitor changes in the automated financial management and accounting system; experience overseeing information technology operations is preferred.

CANDIDATE QUALIFICATIONS

- A collaborative, hands-on financial leader with strong analytical skills, including statistical analysis and probability statements, and consistent monitoring of cash flows.
- Experience supervising a staff or team of accountants and bookkeepers.
- Knowledge and understanding of retirement plans and the ability to analyze investment returns.
- Knowledge of pertinent federal and state employment laws and practices.
- Strong communication skills with members, committees, volunteer leadership, and staff; private club or hospitality experience is a plus.
- Five to seven years of professional accounting experience with at least two years at the Controller level or equivalent in club operations.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree from a four-year college or university with a concentration in business or administration, an accounting major or minor, and coursework in financial analysis and auditing.
- Certified Public Accountant (CPA) license a plus.
- Certified Hospitality Accounting Executive (CHAE) a plus.

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 the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to the **Willoughby Golf Club search committee/Mr. Luis Arce, GM/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 WGC and the Stuart, FL 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 September 7, 2026. Candidate selections will occur mid/late September, with the first Interviews expected in early October, 2026, and the second interviews a short time later. The successful candidate should assume their role in early November 2026.

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

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter – Willoughby GC"

(These documents should be in Word or PDF format.)

Note: Once you complete the application process for this search, you are not able to 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: bethany@kkandw.com

Search Executive:

Michelle Riklan, ACRW, CPRW, CEIC, CJSS

Career Strategist, Search & Consulting Executive

O: (833) KKW-HIRE, ext. 717

M: (908) 415-4825

michelle@kkandw.com