HIDEAWAY

JOB DESCRIPTION | DIRECTOR OF FINANCE/CONTROLLER

Exempt | Full-Time Employees Receive Medical, Dental, Vision, Life & Pet Insurance
401K Matching Retirement Program | Paid Vacation | Sick Leave | Daily Lunch Program

REPORTS TO: General Manager/COO

POSITION SUMMARY

The Director of Finance/Controller provides strategic financial leadership, accounting oversight, and business partnership for Hideaway Golf Club. As a key member of the Club's executive leadership team, this position is responsible for the integrity of the Club's financial operations, financial reporting, accounting systems, internal controls, budgeting, capital planning, accounts payable, accounts receivable, and payroll administration.

The Director of Finance/Controller works in close partnership with the General Manager/COO and serves as a trusted financial advisor to Club leadership, the Board of Directors, Finance Committee, and department heads. This position translates financial information into meaningful operational insight, helping leaders understand financial performance, manage their budgets, evaluate opportunities, and make sound business decisions.

This role requires a leader who is collaborative, approachable, forward-thinking, and solutions-oriented. The Director of Finance/Controller is expected to actively engage with department heads rather than operate solely within the Accounting Department, developing strong working relationships throughout the Club and creating a culture of financial accountability and understanding.

A significant focus of the position is identifying opportunities to streamline processes, strengthen internal controls, improve financial reporting, leverage technology, and make financial information more accessible and useful to Club leadership.

Successful leaders in this position are financially sophisticated, highly organized, collaborative, innovative, and comfortable communicating complex financial information in practical terms. They combine strong technical accounting expertise with exceptional interpersonal skills and understand that Finance is a service and strategic partner to every department within the Club.

KEY RESPONSIBILITIES

Executive & Financial Leadership

- Provide strategic leadership and oversight for all accounting and financial operations of the Club.
- Serve as a key member of the Club's executive leadership team and actively participate in organizational planning, decision-making, and strategic initiatives.
- Develop and maintain a dynamic, transparent, and highly collaborative working relationship with the General Manager/COO.
- Serve as a trusted financial advisor to the General Manager/COO, Board of Directors, Finance Committee, and department heads.
- Provide timely financial analysis, recommendations, and perspective to support operational and strategic decisions.

- Maintain a strong understanding of Club operations beyond the Accounting Department and proactively identify financial opportunities, risks, and operational efficiencies.
- Promote a culture of financial accountability, transparency, collaboration, and continuous improvement throughout the organization.
- Ensure financial practices and decisions align with the Club's mission, strategic priorities, service standards, and long-term financial objectives.

Accounting & Financial Operations
- Direct and oversee all accounting functions, including general ledger, accounts payable, accounts receivable, cash management, bank reconciliations, fixed assets, financial reporting, and related accounting activities.
- Ensure the accuracy, integrity, completeness, and timeliness of the Club's financial records.
- Oversee month-end and year-end closing processes and ensure financial statements are prepared accurately and timely.
- Maintain appropriate accounting policies, procedures, internal controls, and segregation of duties.
- Maintain effective relationships with the Club's banking and financial institution partners and oversee related treasury and banking activities.
- Ensure proper recording and reconciliation of Club revenues, expenses, assets, liabilities, and capital expenditures.
- Monitor cash flow and cash management activities and provide appropriate forecasting and analysis.
- Maintain the Club's chart of accounts and ensure consistency and accuracy in financial coding and reporting.
- Ensure appropriate documentation, authorization, and financial controls are maintained throughout accounting processes.
- Continually evaluate accounting processes and systems and recommend improvements that increase efficiency, accuracy, transparency, and internal controls.

Financial Reporting & Analysis
- Prepare and oversee monthly, quarterly, and annual financial statements and management reports.
- Provide meaningful financial analysis identifying trends, variances, risks, and opportunities.
- Develop reporting tools and dashboards that allow the General Manager/COO and department heads to easily understand financial and operational performance.
- Review financial results with department heads and assist them in understanding budget variances and developing appropriate action plans.
- Provide financial forecasts and projections as needed to support Club operations and strategic planning.
- Monitor key financial and operational indicators and proactively communicate significant trends or concerns to the General Manager/COO.
- Translate complex financial information into clear, practical, and actionable information for leaders who may not have accounting backgrounds.

Budgeting & Forecasting
- Lead and coordinate the Club's annual operating budget process in partnership with the General Manager/COO and department heads.
- Develop the annual budget calendar, templates, assumptions, guidelines, and financial models.
- Meet individually with department heads to assist in developing thoughtful, realistic, and operationally sound departmental budgets.
- Review proposed budgets for accuracy, historical trends, operational assumptions, staffing considerations, and alignment with Club priorities.
- Consolidate departmental budgets into the Club's overall annual operating budget.
- Prepare budget presentations, financial schedules, and supporting documentation for the General Manager/COO, Finance Committee, and Board of Directors.

- Monitor actual financial performance against budget throughout the fiscal year.
- Coordinate periodic forecasts and projections and recommend adjustments when business conditions change.
- Help department heads understand that budgeting is an ongoing management responsibility rather than solely an annual accounting exercise.

Capital Planning & Projects

- Coordinate the Club's annual capital budgeting and long-range capital planning processes.
- Work closely with the General Manager/COO and department heads to evaluate proposed capital projects, equipment purchases, replacements, and improvements.
- Assist department heads in developing financial justification, cost estimates, and supporting analysis for capital requests.
- Maintain comprehensive capital project schedules and monitor approved capital expenditures against budget.
- Track project commitments, expenditures, remaining balances, and anticipated completion costs.
- Provide regular capital project reporting to the General Manager/COO, Finance Committee, and Board of Directors.
- Assist leadership in evaluating funding priorities and the financial impact of major capital investments.
- Ensure completed capital projects are properly recorded, capitalized, and depreciated in accordance with established accounting practices.

Board of Directors & Finance Committee

- Attend Board of Directors meetings and Finance Committee meetings as required.
- Prepare and present financial statements, forecasts, budgets, capital reports, and other financial information to the Board and Finance Committee.
- Communicate financial information clearly and confidently to individuals with varying levels of financial expertise.
- Respond to questions regarding financial performance, forecasts, budget variances, capital expenditures, and financial strategy.
- Work closely with the General Manager/COO in preparing financial materials and recommendations for Board consideration.
- Develop strong, professional relationships with Board and Finance Committee members while maintaining appropriate governance and management boundaries.

Department Head Partnership & Financial Education

- Serve as an accessible and collaborative financial resource to all department heads.
- Develop strong working relationships with operational leaders and understand the financial drivers of each Club department.
- Meet regularly with department heads to review financial performance, labor costs, operating expenses, revenue trends, budgets, and forecasts.
- Provide financial training and education to managers and department heads to strengthen financial literacy throughout the organization.
- Train managers on reading financial statements, understanding departmental P&Ls, interpreting budget variances, managing labor and expenses, forecasting, purchasing, and capital planning.
- Help managers understand the financial impact of operational decisions.
- Encourage department heads to take ownership of their financial results while providing the tools, information, and support necessary to succeed.
- Approach financial discussions as a business partner and problem solver, helping leaders identify solutions rather than simply identifying variances or concerns.

Payroll Administration and HR Partnership

- Maintain primary responsibility for the accurate and timely processing of the Club's biweekly payroll.
- Manage the complete payroll cycle, including payroll preparation, review, processing, submission, reconciliation, and related financial reporting.
- Work closely with Human Resources and department managers to ensure all employee time is complete and accurate prior to each payroll deadline.
- Coordinate with Human Resources to ensure missing punches, timekeeping discrepancies, meal period issues, PTO, leaves of absence, new hires, terminations, compensation changes, deductions, and other employee-related payroll matters have been appropriately addressed before payroll is processed.
- Ensure department managers review and approve employee timecards in accordance with established payroll deadlines and Club procedures.
- Prepare and thoroughly review the payroll pre-process register and supporting reports for accuracy prior to submission.
- Provide the payroll pre-process register to Human Resources for an independent secondary review prior to final payroll submission, providing an additional internal control to support payroll accuracy.
- Research and resolve discrepancies identified during the payroll review process in partnership with Human Resources and department managers as appropriate.
- Submit payroll only after required reviews have been completed and identified discrepancies have been resolved.
- Reconcile payroll following each processing cycle, including payroll liabilities, deductions, taxes, general ledger entries, departmental allocations, and other payroll-related accounts.
- Partner with Human Resources on payroll system configuration, earnings and deduction codes, employee status and compensation changes, PTO administration, and other payroll-related matters.
- Provide Human Resources with appropriate payroll training and cross-training to maintain effective backup coverage for payroll processing.
- Maintain clear procedures, documentation, separation of duties, and internal controls throughout the payroll process.
- Support department heads in understanding labor costs, overtime, payroll trends, and other workforce-related financial metrics.
- Ensure payroll records are maintained accurately, securely, and confidentially and in accordance with applicable federal and state requirements.

Accounts Payable & Purchasing

- Provide leadership and oversight of the accounts payable function.
- Ensure vendor invoices are properly authorized, coded, documented, processed, and paid in accordance with Club procedures.
- Maintain effective internal controls related to purchasing and disbursements.
- Partner with department heads to improve purchasing practices and expense management.
- Monitor vendor relationships, payment terms, and significant financial commitments.
- Identify opportunities to streamline invoice processing, approvals, purchasing workflows, and payment processes.

Accounts Receivable & Member Accounting

- Provide leadership and oversight of accounts receivable and Member accounting functions.
- Ensure Member charges, payments, credits, adjustments, and other transactions are accurately and timely recorded.
- Monitor accounts receivable aging and collection activity.
- Establish and maintain effective processes for resolving Member billing questions and discrepancies.
- Ensure Member financial matters are handled professionally, discreetly, and consistent with the Club's service standards.
- Monitor receivable trends and provide appropriate reporting to Club leadership.

Audit, Tax & Compliance

- Coordinate the Club's annual financial audit and serve as the primary liaison with external auditors.
- Prepare schedules, documentation, reconciliations, and supporting information required for the audit.
- Coordinate preparation of tax filings and other financial reporting requirements with outside accounting professionals as appropriate.
- Ensure compliance with generally accepted accounting principles and applicable federal, state, and local requirements.
- Maintain appropriate financial records and document retention practices.
- Ensure corrective actions or recommendations identified through audits or financial reviews are appropriately addressed.

Systems, Technology & Process Improvement

- Continually evaluate financial systems, processes, workflows, and reporting practices for opportunities to improve efficiency and effectiveness.
- Identify manual, redundant, or outdated processes and recommend practical solutions.
- Leverage technology and automation to improve accounting accuracy, reporting, approvals, purchasing, budgeting, and financial analysis.
- Partner with department heads to streamline financial processes without compromising appropriate internal controls.
- Develop standardized procedures and documentation for key accounting and financial processes.
- Lead implementation of approved financial system enhancements and process improvements.
- Encourage innovation and continuous improvement within the Accounting Department and throughout Club operations.

Accounting Team Leadership & Development

- Provide leadership, direction, coaching, and accountability to Accounting Department team members.
- Recruit, interview, hire, onboard, train, coach, mentor, and develop accounting team members.
- Establish clear performance expectations, responsibilities, and accountability.
- Conduct performance evaluations and provide ongoing feedback and development.
- Promote cross-training and appropriate backup coverage for critical accounting functions.
- Develop succession planning and professional development opportunities.
- Foster a collaborative, responsive, service-oriented Accounting Department.
- Create an environment where team members understand that the Accounting Department serves and supports the entire Club operation.

Operations & Collaboration

- Maintain regular communication and collaboration with all department heads.
- Participate actively in department head and leadership meetings.
- Visit Club operations and develop an understanding of departmental workflows, challenges, and business needs.
- Partner with Human Resources on payroll, compensation budgeting, workforce planning, benefits-related financial matters, and other financial initiatives.
- Collaborate with department heads regarding purchasing, contracts, operational initiatives, budgeting, and capital planning.
- Support special projects and strategic initiatives as requested by the General Manager/COO.
- Perform other duties as assigned.

MEMBER SERVICE & PROFESSIONAL STANDARDS

- Consistently demonstrate professionalism, discretion, responsiveness, and exceptional service.

- Maintain strict confidentiality regarding Member, employee, payroll, and Club financial information.
- Develop positive and professional relationships with Members, Board members, department heads, employees, vendors, and business partners.
- Communicate financial matters respectfully and constructively.
- Exercise sound judgment and discretion in all financial and business matters.
- Represent Hideaway Golf Club in a manner consistent with the Club's reputation for excellence.
- Support a culture of teamwork, accountability, respect, collaboration, and continuous improvement.
- Maintain a visible and approachable presence within the Club.
- Demonstrate a genuine willingness to assist department heads and operational leaders in achieving their goals while maintaining sound financial stewardship.

LEADERSHIP COMPETENCIES

- Executive Leadership
- Strategic Financial Management
- Financial Planning & Analysis
- Business Partnership
- Private Club Financial Management
- Budgeting & Forecasting
- Capital Planning
- Accounting & Internal Controls
- Financial Reporting
- Board & Committee Communication
- Financial Education & Coaching
- Team Development
- Process Improvement & Innovation
- Technology & Systems Optimization
- Communication & Presentation
- Collaboration
- Problem Solving
- Decision Making
- Accountability
- Organization
- Adaptability
- Integrity & Confidentiality

REQUIREMENTS

- Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred; equivalent professional experience and a demonstrated record of success in financial management will be considered.
- CPA, CMA, or other relevant professional designation preferred.
- Minimum of five to seven of progressive accounting and financial leadership experience, including significant Controller or senior financial management responsibilities.
- Private country club experience strongly preferred; experience within a premier private club, luxury hospitality, resort, or similarly complex service organization highly desirable.
- Strong knowledge of generally accepted accounting principles, financial reporting, budgeting, forecasting, internal controls, accounts payable, accounts receivable, payroll accounting, and capital planning.
- Demonstrated experience leading annual operating and capital budget processes.
- Demonstrated ability to prepare and present financial information to Boards, Finance Committees, executive leadership, and operational managers.

- Strong financial analysis skills with the ability to translate financial information into practical business recommendations.
- Demonstrated ability to build effective partnerships with operational department heads.
- Experience developing and delivering financial training to non-financial managers strongly preferred.
- Demonstrated experience improving financial systems, processes, reporting, and internal controls.
- Strong leadership, communication, presentation, interpersonal, and organizational skills.
- Advanced proficiency with Microsoft Excel and financial/accounting systems.
- Experience with private club accounting and management systems, such as Jonas, Clubessential, Northstar, or similar platforms, strongly preferred.
- Ability to manage multiple priorities, deadlines, and complex financial projects in a seasonal and fast-paced environment.
- Exceptional attention to detail while maintaining the ability to think strategically and understand the broader business.
- High level of professional integrity, discretion, and confidentiality.

Additional Eligibility Qualifications
- Commitment to delivering exceptional Member service and maintaining luxury hospitality standards.
- Demonstrated collaborative and service-oriented leadership philosophy.
- Ability to develop trusted relationships throughout all levels of the organization.

Work Authorization/Security Clearance
- Proof of eligibility to work in the United States.
- Criminal and Civil background clearance.

HIDEAWAY SERVICE CULTURE

At Hideaway Golf Club, hospitality is more than service; it is creating meaningful experiences for our Members and Guests. Team Members are expected to provide service that is warm, genuine, attentive, and professional while upholding the standards of excellence associated with a premier private club.

For the Director of Finance/Controller, this philosophy also extends internally. The Accounting Department serves as an essential business partner to Club operations. Financial leadership should be approachable, responsive, solutions-oriented, and committed to helping fellow leaders successfully manage their departments while protecting the financial integrity and long-term interests of the Club.

Every interaction should reflect our commitment to respect, professionalism, collaboration, personalized service, and exceptional Member experiences.

PHYSICAL REQUIREMENTS

Work Environment
This position works primarily in a professional administrative office within a dynamic luxury private club environment. Responsibilities require frequent interaction with the General Manager/COO, Board and Finance Committee members, department heads, employees, Members, auditors, vendors, financial institutions, and outside business partners.
The Director of Finance/Controller regularly participates in leadership meetings, Board and Finance Committee meetings, budget meetings, capital planning discussions, and departmental financial reviews. The position also requires periodic movement throughout Club facilities to understand operations, collaborate with department leaders, and support Club initiatives.

The role requires significant use of computers, financial systems, spreadsheets, reports, and electronic communication and may periodically require extended hours during month-end, year-end, annual budgeting, audits, Board meetings, and other critical financial periods.

PHYSICAL DEMANDS OF POSITION

Job Title:	**Director of Finance/Controller**	Date:	**2026**
How many hours are worked per day?	Days per week 5 | Hours per week 40		

When completing this form, look at the job from a typical/average workday perspective.

			Percentage Time Designation	
PHYSICAL ACTIVITY	**Rarely <1%**	**Occasionally 1-33%**	**Frequently 34-66%**	**Continuously 67-100%**
Stand	☐	☒	☐	☐
Walk	☐	☒	☒	
Sit	☐	☐	☒	☐
Use hands to finger, handle or feel	☐	☐	☐	☒
Reach with hands and arms over shoulder	☐	☐	☒	☐
Reach with hand and arms over head	☐	☒	☐	☐
Climb or balance	☐	☒	☐	☐
Stoop, kneel, crouch, or crawl	☐	☒	☐	☐
Talk or hear	☐	☐	☐	☒
Taste or smell	☒	☐	☐	☐

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

			Percentage Time Designation	
WEIGHT	**Rarely <1%**	**Occasionally 1-33%**	**Frequently 34%-66%**	**Continuously 67%-100%**
Up to 10 pounds	☐	☒	☐	☐
Up to 25 pounds	☐	☒	☐	☐
Up to 50 pounds	☒	☐	☐	☐
Up to 100 pounds	☒	☐	☐	☐
More than 100 pounds	☒	☐	☐	☐

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

☒	Close Vision (clear vision at 20 inches or less)
☒	Distance vision (clear vision at 20 feet or more)
☒	Color vision (ability to identify and distinguish colors)
☒	Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
☒	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
☒	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
☐	No special vision requirements

List specific job duties that require the physical demands selected above:

- Frequently using computers, accounting systems, financial reporting software, spreadsheets, and electronic communication devices.

- Reading and analyzing financial statements, budgets, forecasts, audit reports, contracts, payroll reports, capital schedules, and other detailed financial documents.
- Sitting for extended periods while preparing and reviewing financial information.
- Standing and walking throughout Club facilities for meetings, operational reviews, and collaboration with department leaders.
- Communicating professionally with Board members, Finance Committee members, Members, department heads, employees, auditors, vendors, and Club leadership in person, by telephone, and through electronic communication.
- Occasionally lifting or carrying financial records, files, office supplies, or equipment weighing up to 25 pounds.

AAP/EEO Statement

Hideaway Golf Club provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APPROVAL

This job description has been approved by all levels of management:

Manager ____ Date of last review ________________

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name ____

Signature _____________________________________ Date _____________

EOE/Drug Free Workplace

ABOUT HIDEAWAY GOLF CLUB

The Hideaway Golf Club embodies the best qualities of California's Coachella Valley, long known as a place for rejuvenation and relaxation. Located in La Quinta, the property's 600 acres are surrounded by stunning mountain vistas and the scenic expanse of Southern California's desert. Luxurious and private, the Hideaway offers championship golf, world-class amenities, exclusive residences, and superb service.www.Hideawaygolfclub.com