



## **DIRECTOR OF FINANCE PROFILE**

**JOB TITLE:** Director of Finance  
**DEPARTMENT:** Accounting  
**REPORTS TO:** General Manager

### **JOB SUMMARY**

The Round Hill Club is looking for a hands-on, detail-oriented financial professional to continue to bring operational efficiencies to the Club. The role will be essential as a strategic thought partner of the General Manager and Executive Committee. While collaborating with the General Manager, the Director of Finance will prepare and implement the annual budgets; develop, establish, and administer procedures and systems pertaining to financial matters and prepare financial statements, forecasts, cash flows, and analyses for all administrative and managerial functions. The Director of Finance will maintain all accounting records, develop analyses, interpret statistical and accounting information, and evaluate operating results regarding costs, budgets, trends, and increased operational efficiencies. Additionally, the DOF will oversee and coordinate the administration of the Club's human resource programs, including, but not limited to, compensation, benefits, leave, and ensuring legal compliance.

### **ABOUT THE ROUND HILL CLUB**

The Round Hill Club is a premier, traditional, family-oriented private Club located in the community of Greenwich, Connecticut, approximately 30 miles northeast of downtown Manhattan. The Club was established in 1922 and has consistently earned the distinction of being a Platinum Club of America. Members of this exceptional family Club are all residents of this community and cherish the unique atmosphere and intimate culture that solidifies Round Hill as one of the finest private club experiences available. Members have invested substantially in the facilities and operation over the past decades, and the club enjoys a full and stable membership.

Round Hill Club is rich in tradition with a distinct culture of mutual respect and care with management and staff. Appreciating Round Hill's history strengthens the commitment all Members make toward preserving the character and community-centric values of the Club. The Club offers members the time, the place, the people, and the services to enrich and reward their lives in a setting all its own. It is a woven tapestry of family, community, history, and elegance that is both the legacy and promise of Round Hill Club.

Member families enjoy a variety of amenities, including a Walter Travis design golf course, short and long-game practice facilities, a newly constructed pool facility with a seasonal dining venue, six outdoor Har-Tru tennis courts, 4 pickleball courts, 1 hard tennis court (that can accommodate 4 more pickleball courts if needed), pro shop, two indoor tennis courts, singles and doubles squash facilities and a 2,500 square foot fitness center, which includes personal training and massage therapy. The Club also offers a winter shooting program and has four platform tennis courts with a warming hut.

Comprehensive youth and adult activities are offered in golf, squash, tennis, platform tennis, shooting, and swimming. The Club's vibrant social and activities schedule features traditional and special events throughout the year.

The Club is completely member-focused, and they do not entertain outside business. They also provide on-site staff housing for up to 54 employees.

#### **ROUND HILL CLUB BY THE NUMBERS:**

- Approximately 15,000 Annual rounds of golf
- Initiation Fee \$105,000
- Annual dues \$16,883
- Minimum charges: \$2,000/annual plus \$180/monthly Capital Charge
- Approximately 650 Members, all categories
- Approximately \$13.0M Gross volume
- Approximately \$8.5M Annual dues volume
- Approximately \$2.8M F&B volume, 51% a la carte / 21% member functions / 19% private parties / 9% snack bar
- Approximately 101 Full-Time Employees; 70 seasonal
- 20 Board Members plus 2 Junior Representatives serving four-year terms
- 59 - Average age of members
- POS and Accounting are both JONAS systems

#### **DIRECTOR OF FINANCE JOB DESCRIPTION**

The Director of Finance assumes all management and responsibilities of the Accounting Department of the Round Hill Club. The Director of Finance is responsible for internal controls, reporting systems, and processes and for ensuring all accounting policies, procedures, and safeguards are followed throughout the organization.

The candidate must have the ability to work in a fast-paced, multi-staking team environment without compromising quality and possess a "servant leadership" mentality. The Director of Finance will partner with the General Manager and serve as a trusted advisor in all areas of financial management. The CFO should take great pride in his/her profession and will stay current on industry trends. He/She will attend educational offerings to benefit the Club and their own professional career growth and development.

The Director of Finance reports to the General Manager and supervises the Accounting Department. The Director of Finance is supported by an Assistant Controller, a Payroll & Benefits Manager, and an Accounting Assistant.

#### **KEY RESPONSIBILITIES**

1. Directs the financial operations of the Club. Formulates, receives and recommends policies for approval relating to accounting and auditing, the budget, revenue, and cost control procedures.
2. Prepares the monthly trial balance and resulting financial statements for the Club along with required supporting schedules and other data necessary for financial reports and records.
3. Prepares accounting reports and analyses as necessary and appropriate for distribution to the Board of Directors, Executive Committee, and Department Heads.
4. Manages and coordinates internal auditing procedures to ensure records are accurately maintained and ensures established policies and practices are consistently followed.
5. Oversees the reconciliation of bank accounts and approves transfers as needed throughout the year.

6. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
7. Prepares budgets, financial forecasts, and cash flows in coordination with the General Manager, Department Heads, and Executive Committee; analyzes financial information, monitors budgeted versus actual expenditures, and advises management about variances and their potential causes; recommends corrective actions to help assure budgeted goals are met.
8. Analyzes relevant data, such as YTD results versus budget or current years versus the previous year, to identify issues or trends as soon as possible.
9. Proactive nature in data-driven analysis to assist the General Manager and Department Heads.
10. Prepares applicable federal, state, and local tax returns and filings.
11. Oversees member billing and collection procedures. Monitors collection of past due accounts and advises the General Manager and Treasurer of any accounts in collection.
12. Prepares the monthly trial balance and resulting financial statements for the Club, including the income statement, balance sheet, and statement of cash flows, along with required supporting schedules and other data necessary for financial reports and records.
13. Maintains exact accounts payable records, reconciles accounts payable with invoices and purchase orders, and writes and issues payments on all accounts.
14. Works with the Club's external auditors to ensure procedures are consistent with Club policies and best practices. Prepares all schedules and reports for the annual audit.
15. Prepares and documents all sales and use forms, including 1099B and 1099 Miscellaneous.
16. Verifies that all insurance records for Club property are adequately maintained and coordinates the selection and renewal of the various policies to ensure continuity of coverage and competitive rates.
17. Leads the Club in Capital and construction financing.
18. Oversees and coordinates annual insurance renewals and broker reviews every three years. Ensures that all insurance records are correctly maintained.
19. Informs and advises other Department Heads about the financial aspects of their responsibilities and partners with them to improve operational efficiency and effectiveness.
20. Provides quality leadership and contributes to the positive atmosphere of the Club and associated operations.
21. Mentors, trains, and develops the accounting team. Conducts performance evaluations of direct reports.
22. Possess the ability to supervise subordinate staff, including, but not limited to, assignment of duties, determining priorities, evaluating service, accuracy, and quality of work.
23. Focuses on success and holds staff accountable for a high level of performance.
24. Oversees the administration of the human resource program including, but not limited to, payroll, benefits, and compliance with federal, state, and local employment laws and regulations, and in consultation with the Clubs human resource consultant, recommends best practices, and reviews and modifies policies and procedures as needed.
25. Negotiates and administers employee benefits, including medical, dental, vision, life insurance, 401K, and workers' compensation; gathers information and assists the General Manager in making decisions about employee benefit plans.
26. Manages and procures club back office and point of sales hardware and software.
27. Responsible for overseeing the maintenance and documentation of information technology systems and office equipment. Coordinates with external technology contractors and internal user needs. Directs the Club's financial technology infrastructure across departments.
28. Oversees member billing and collection procedures. Audits member's charges to ensure that all receipts have been correctly posted. Monitors the collection of past-due accounts and ensures the accuracy of such statements.

29. Compiles, approves, and maintains credit applications for vendors.
30. Manages the issuing of membership certificates, recovers certificates from terminating members, and conveys to new members; cancels and redeems certificates and makes appropriate collections and refunds.
31. Maintains necessary procedures for confidentiality relating to Club and employee issues.
32. Attends and actively participates in regularly scheduled management meetings.
33. Directly assists in furthering member satisfaction by always maintaining a friendly, hospitable, and helpful attitude with all members, guests, and staff.
34. Performs other appropriate tasks as assigned by the General Manager.

#### **KEY ATTRIBUTES**

- Able to develop trust and financial credibility with management and club governance.
- Polished; possesses an executive presence.
- Proactive; ability to forecast and anticipate needs of department heads before the end of the month, end of the quarter, year-end, etc.
- Natural “thought partner” and strategic thinker who can effectively communicate across all levels of operations.
- Decision-making ability; produces data-driven reports without bias to aid and support decision-making.
- Strong and natural collaborator; team-oriented with a servant leadership mentality.
- Places great importance on internal communication and interactions across all levels of the operations.

#### **CANDIDATE SPECIFICATIONS**

- Minimum five years in a similar capacity, preferably in hospitality and/or the private, non-profit Club environment. Experience with 501c7 preferred.
- Proficiency in IT for finance and accounting in the hospitality industry.
- Experience with Club software preferred. (Round Hill Club uses Jonas.)
- Demonstrates strong oral, written, and interpersonal communication skills.
- Team-oriented and able to meet deadlines.
- An engaging, friendly, and energetic personal style and level of congeniality that allows the candidate to be well-received and accessible to employees. Someone who genuinely enjoys being with the members and employees. An influential leader who can mentor, coach, and lead others.
- Strong in financial/cost control acumen and human resources.

#### **EDUCATION AND CERTIFICATION QUALIFICATIONS**

- Bachelor’s degree from a four-year college or university with a concentration in Accounting or a similar/applicable field.
- More than five years of professional finance/accounting experience with 3+ years at a Controller level.
- CHAE designation from the Hospitality and Financial and Technological Professionals (HFTP) preferred.
- Extensive knowledge of current methods and practices of accounting, auditing, budget preparation, and program analysis.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Occasional bending, squatting, lifting, and turning are required.
- Occasional lifting of heavy objects.
- Must be able to sit for prolonged periods of time.

**SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus, benefits package, and typical CMAA and HFTP benefits.

**INSTRUCTIONS ON HOW TO APPLY**

Please prepare a thoughtful cover letter addressed to the Round Hill Club General Manager/William Duthe, clearly articulate your alignment with this role, and explain why you want to be considered for this position. Please include a copy of your resume and email both documents to William Duthe, the Club's General Manager.

***\*\*ALL APPLICANTS WILL REMAIN STRICTLY CONFIDENTIAL\*\****

**CONTACT INFORMATION**

William Duthe  
General Manager  
Round Hill Club  
[will@rhclub.org](mailto:will@rhclub.org)