



**Chief Financial Officer
Shorehaven Golf Club
Norwalk, Connecticut**

Shorehaven Golf Club is actively seeking an experienced Chief Financial Officer (CFO) to lead the Club's finance, accounting, human resources, and IT functions. The CFO will play an integral part as a strategic thought partner to the COO and the Club's Board of Directors. The CFO is responsible for ensuring accurate and timely financial reporting, budget development and management, cash flow and forecasting analysis, internal controls, cybersecurity, annual audit, payroll, insurance and risk management, and tax compliance. The successful candidate will serve on the Finance Committee, Long Range Planning Committee, and will attend all scheduled meetings including monthly Board meetings.

Shorehaven is one of the most admired country clubs in Fairfield County. Founded in 1924, Shorehaven Golf Club enjoys a beautiful location offering spectacular views and a unique links style course. Located in the middle of the county, the club draws its membership from both executives commuting to NYC and local business owners and professionals. While its members are upscale, the culture of the club is friendly and easy going.

Shorehaven has undergone significant capital improvements over the past several years, including a Nantucket style Clubhouse, Work Lounge, Golf Simulator, 4 Paddle Courts, Paddle & Camp Pavilion, Bocce courts, Pool Café, Boardwalk Café, Boardwalk Dining, and new Lap, Dive and Wading Pools.

Given its unique location, fabulous links style course and new facilities, Shorehaven is fortunate to be one of the courses in Fairfield County to enjoy a substantial waitlist.

With an excellent financial position and robust membership, Shorehaven plans to continue to upgrade its facilities and services to remain a leader in the community and provide a consistently outstanding membership experience. The Club is operating smoothly, but as always, there are opportunities to take the membership experience to the next level.

- \$70,000 Initiation fee (full member)
- \$13,315 Annual Operational Dues (full member)
- \$2,160 Annual Capital Dues (full member)
- \$12,414M Gross volume

- \$10,540,842M Dues and Fees
- \$2.261M F&B
- 553 Members
- 188 In Season, 75 Off Season Employees (Full and Part-time)

The CFO manages the financial operations of the Club, supervises the accounting functions, and provides analytical support to the COO, Board of Directors, Treasurer, Budget and Finance Committee, and others for planning, budgets, and solutions to business challenges. The CFO is also responsible for Human Resources and ensures compliance with all HR policies and procedures. As functional head of Human Resources, Human Resource, he/she will manage the club's payroll, administer, and implement all employee benefit programs.

The CFO recommends, implements, and maintains the Club's financial plans and policies, accounting practices, fiscal records, and the preparation of financial reports. The CFO makes decisions in accordance with Club policy on administrative or operational matters and ensures the operations' effective achievement of objectives.

The CFO reports directly to the COO and will be responsible for the following:

- Formulates and recommends policy proposals relating to accounting and auditing, the operating and capital budgets, revenue and cost control procedures, preparation and payment of payrolls, tax matters, internal controls, and compliance.
- Prepares financial statements, forecasts, and analysis for all administrative and managerial functions. Maintain all accounting records; develop, analyze, and interpret statistical and accounting information.
- Works with the Club's external auditors to assure that procedures are consistent with Club policies. Prepares all schedules and reports for the annual audit. Assists the Club's auditors in the preparation of federal, state, and local tax returns and filings.
- Verifies that all insurance records for Club property are properly maintained and coordinates with the COO on the renewal of the policies to ensure continuity of coverage and competitive rates.
- Prepares operating budgets and financial forecasts in coordination with the COO, various Committees, and Department Heads; analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met. Attends Board, Budget, Long Range Planning, and Finance Committee meetings to provide any necessary financial information.
- Directs, occasionally participates in, and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, and other club assets.
- Coordination of risk assessment and management.
- Conducts annual, comprehensive performance reviews for all administrative staff.
- Responsible for overseeing the maintenance and documentation of IT Systems and Office Equipment. Coordinates with IT contractors and club user needs, protocols, and parameters.

- Responsible for cash flow and forecasting analysis.
- Responsible for tax planning and compliance with all federal, state, and local corporate, payroll, and other applicable taxes.
- Participates in the negotiation and administration of employee benefits including medical, dental, vision, life, and long-term disability insurances, 401(k) and workers' compensation. Gathers information and assists the COO in making decisions about these employee benefit plans.
- Acts as Human Resources for the club employees.
- Complete other appropriate assignments and projects as requested by the COO, Board of Directors, and Committees.

Requirements

- Positive outgoing personality with ability to be front and center with the membership.
- Excellent communication skills.
- Understand the importance of the member experience at the Shorehaven Golf Club.
- Strategic thinking and natural "thought partner" style
- Bachelor's degree in accounting, business administration or related area.
- Minimum of five years of professional accounting experience preferably in hospitality and/or the private club industry.
- Extensive knowledge of current methods and practices of accounting, auditing, budget preparation and program analysis.
- Strong knowledge of information technology and accounting software and equipment, JONAS preferred.
- Excellent verbal and written business communication skills.
- An engaging, friendly, and energetic personal style and level of congeniality that allows him/her to be well received and accessible to a wide range of employees.
- Certified Public Accountant (CPA) license preferred.
- Strong modeling and forecasting skills.

The Club offers an attractive and competitive compensation and benefits package.

Please send your Resume to:

James Connolly, COO

Jconnolly@Shorehavengc.org