



ADIRONDACK MOUNTAIN RESERVE AUSABLE CLUB



THE AUSABLE CLUB AND DIRECTOR OF FINANCE JOB OVERVIEW

The Ausable Club is a private country club in St. Huberts (Keene Valley), NY with a rich tradition for over 100 years. The club's amenities include a historic clubhouse, highly respected mountain golf course, private forest reserve (the Adirondack Mountain Reserve), state of the art swimming pool complex, a la carte dining facilities and catering operations.

Due to an impending retirement the Ausable Club is seeking a dynamic and accomplished financial professional to provide strong analytical skills and visible leadership to a long established club. The Club's Director of Finance must possess strong analytical skills in order to provide the Officers and Management the information necessary to operate a first class operation. A depth of knowledge in Information Technology (IT) is necessary to make sure the Club utilizes technology while maintaining its traditions. The Director of Finance must possess organizational and time management skills as this position has a variety of traditional and non-traditional responsibilities. Finally the position requires excellent interpersonal skills to deal with the membership and staff of the Club.

The ideal candidate will be of high integrity, excel at collaboration, operate with a strong team spirit, possess the ability to manage effectively, and excel at documentation. Experience in the private club, Hospitality industry, or not-for-profit experience and the Jonas accounting system is a significant plus. This is a full-time annual position that oversees the accounting and finance functions of the club and comes with an excellent benefits package and excellent quality of life. This team member will report directly to the General Manager.

DIRECTOR OF FINANCE JOB DUTIES (*BUT NOT LIMITED TO*)

- Directs all financial operations of the club.
- Formulates and recommends policy proposals relating to accounting and auditing, the budget, revenue, cost control procedures, payroll, and tax issues.
- Monitors procedures for purchasing, inventory, receiving and storeroom controls.
- Prepares the monthly trial balance and financial statements.
- Responsible for the compiling and distribution of the monthly member statements.

- Prepares budgets and financial forecasts, monitors expenditures and advises management about variances and their causes; recommends corrective actions.
- Manages and conducts internal auditing programs to help assure records are accurately maintained and policies and practices are consistently followed.
- Safeguards all funds, manages cash flow.
- Prepares documents required for outside audit firm to prepare all tax returns.
- Verifies insurance records for club property are properly maintained.
- Negotiates and administers employee benefit programs.
- Manages the Human Resource functions of the Club.
- Has an in depth understanding of IT and its role at the Club.
- Cross train the Accounts Payable Manager to serve as a backup when needed.
- Document monthly accounting close procedures; reviews and make recommendations for improvement.
- Collaborate with General Manager to define and produce monthly reporting to provide near term insight into the financial operation. Identify potential corrective actions/watch areas.
- Collaborate with General Manager, and other team members to review and improve Outside Function Profit and Loss analysis.
- Collaborate with General Manager and the member Treasurer on the production and validation of the monthly financial statements.
- Collaborate with General Manager and the member Treasurer to provide trend analysis and funding recommendations into the club Annual Budget process.
- Be available as called upon to attend and participate in Board or Committee meetings.
- Protect the interests of the club by keeping financial information and plans confidential.
- Maintain professional/technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional associations.

FINANCIAL DIRECTOR SKILLS AND QUALIFICATIONS

The ideal candidate will be an experienced leader with excellent communication and interpersonal skills, have strong business acumen and analytical ability, as well as a willingness to learn and take on new challenges. The Financial Director will be responsible for driving financial results and directing all financial activities of the Club and will work closely with and report to the General Manager/ COO. Experience in the private club, hospitality industry or not-for-profit industry is a plus.

REQUIREMENTS

- Candidate must have a Bachelor's or Master's degree in Accounting or Business Administration and ten years of progressively responsible financial experience with a minimum of three to five years in a Director of Finance or equivalent role, preferably in the private club, restaurant, resort or hotel industry with revenues in excess of \$2.0 million or comparable experience in a service industry.
- A career path marked with stability and progression of title and responsibility while showing ongoing professional development.
- A career path marked with verifiable accomplishment as a team builder and leader.
- Impeccable and verifiable references; all candidates will be subject to a comprehensive background review.
- The ability to work "hands on" with other staff and managers, and to mentor, train and lead.
- Interaction with the membership is both expected and strongly encouraged.
- Outstanding communication skills are required as is a strong moral character.

POSITION COMPENSATION

The salary for the Club' Director of Finance is open and commensurate with qualifications and experience. Compensation benefits include: medical, dental, vision, life insurance, long term disability, 401k plan with Club match, generous paid time off, holiday bonus program and much more. Professional dues and education expenses with emphasis on continuing education.

DEADLINE: Candidate resumes accepted until the end of business on September 30, 2018.

We prefer to receive resumes, cover letters, including salary history/requirements via email in MS Word or PDF format to the Director of Human Resources at employment@ausableclub.org.

No phone calls please. The Ausable Club is an Equal Opportunity Employer.