

CHIEF FINANCIAL OFFICER PROFILE: SUNTREE COUNTRY CLUB MELBOURNE, FL

THE CHIEF FINANCIAL OFFICER AT SUNTREE COUNTRY CLUB

The Chief Financial Officer (CFO) at Suntree Country Club is a pivotal executive role designed for a dynamic financial leader eager to make a significant impact within a collaborative and forward-thinking team. Reporting directly to the General Manager/COO, the CFO will serve as a trusted financial advisor and strategic partner, contributing to the club's long-term success by aligning financial strategies with the goals and objectives set by the General Manager/COO and the Board of Directors.

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

ABOUT SUNTREE COUNTRY CLUB AND COMMUNITY

Suntree Country Club is a private, member-owned country club exclusively for the enjoyment, relaxation, and fellowship of its Members, their families, and their guests. Our beautifully landscaped estate offers 36 holes of championship golf, state-of-the-art short-game practice facilities, eight lighted tennis courts, five lighted pickleball courts, and a large multi-purpose sports court for a variety of recreational events and activities. Members and their guests can beat the heat poolside at our vivacious Pool Bar, under our newly expanded sundeck, or jump into our oversized swimming pool; all of which makes for an inviting environment for outdoor, year-round gatherings. The dining venues, as well as our active golf, tennis, and social calendar, features activities and special member events for the entire family, designed to exceed the expectations of members and guests alike.

The Classic Course was one of the first official stops for the PGA Tour Champions players through the eighties and early nineties and was designed by Ed Rider & Richard LaConte. The Challenge Course was designed by the world-renowned Arnold Palmer, was completed in 1984, and added a dynamically different 18-hole golf course to the property. Fairways, roughs, and green surrounds newly renovated in 2015 with Celebration, and greens with Champion Bermuda. Although its ample fairways and generous greens provide inviting targets, the Classic golfer must also negotiate numerous bunkers, tree-lined fairways, and waterways throughout the course to achieve success.

MISSION STATEMENT

Suntree Country Club is dedicated to providing its members with an exceptional full-service private club experience featuring two superb 18-hole golf courses, superior tennis facilities and programs, excellent recreational and social activities, and enviable dining experiences.

SUNTREE COUNTRY CLUB BY THE NUMBERS:

- 1,183 Members
- \$15M approximate gross annual volume
- \$21,000 Initiation Fee
- \$12,120 Dues (Including \$2736 capital dues)
- \$3.5M approximate F&B annual volume
- \$7M approximate payroll
- 200+ Employees
- Average Age of Members is 62
- 60,000 approximate rounds of golf
- Club Essential as point-of-sale system.

SUNTREE COUNTRY CLUB WEBSITE: www.suntree.com

CHIEF FINANCIAL OFFICER - POSITION OVERVIEW

The Chief Financial Officer will report to the General Manager/COO and be an integral part of the Leadership Team. The CFO will attend all staff meetings, Finance Committee meetings, and Board meetings on an ongoing basis, and other meetings as required by the GM/COO.

THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT SUNTREE COUNTRY CLUB

The Chief Financial Officer (CFO) will provide strategic oversight and operational excellence, leveraging financial data and forecasting models to assess the club's financial position and deliver insights that drive informed decision-making and ensure financial sustainability. Reporting directly to the General Manager/COO, the CFO will align financial strategies with the goals and objectives set by the General Manager/COO and the Board of Directors.

The CFO will serve as an educator, mentor, and resource for department heads, fostering a deeper understanding of their budgets, financial data, and the rationale behind key decisions. By equipping department heads with this knowledge, the CFO will enable them to confidently manage their budgets and effectively oversee their operational areas. Under the CFO's leadership, the finance and accounting department will embody a welcoming and supportive environment that prioritizes listening, clear communication, and collaboration with club members and staff across all levels of the organization.

This role requires a hands-on approach involving direct oversight of payroll, accounts payable, accounts receivable, and expense management. The CFO will ensure the accurate and timely completion of financial audits and oversee the implementation of any necessary corrective actions.

A key responsibility of the CFO will be to assess the existing finance and accounting team to ensure the department is structured for success. This includes evaluating the current talent to confirm they are in the right roles, determining the optimal number and type of positions needed, and making informed recommendations on how the department should be staffed. The CFO will then implement any necessary changes, restructuring the team thoughtfully and collaboratively to enhance its effectiveness. The CFO will foster a supportive environment that prioritizes growth, communication, and collaboration by taking ownership of the department, developing its capabilities, and leading it with clarity and vision.

Additionally, the CFO will play a critical leadership role, mentoring, coaching, and developing the finance and accounting team. By maintaining transparency and collaboration with the Club Leadership Team and Board of Directors, the CFO will provide clear, actionable financial data and analysis to support Suntree Country Club's day-to-day operations and strategic planning.

This opportunity is ideal for a finance professional passionate about strategic problem-solving and dedicated to fostering a culture of financial stewardship and member satisfaction within a private club environment.

KEY CHARACTERISTICS

OPERATIONS

- Collaborate with the GM/COO to direct financial operations, develop and recommend accounting, auditing, budgeting, and cost control policies, and ensure policies are reviewed and updated annually.
- Support the GM/COO and Leadership Team by maintaining strong internal controls, anticipating and addressing financial variances, and communicating regularly with the Treasurer and Finance Committee.
- Analyze cash flow, expenses, and cost controls to identify improvement opportunities, tailoring reporting and analysis to the materiality of business decisions.
- Provide data-driven analysis to guide the GM/COO and Leadership Team, assisting in developing Key Performance Indicators (KPIs) to monitor and improve performance.
- Ensure timely, accurate financial reporting to the Board of Directors and members, fostering strong committee and member relations.
- Partner with the GM/COO to prepare and present the annual budget to the Board of Directors, explaining variances and advocating for critical line items to support success.

CAPITAL EXPENDITURES

- Develop and execute long-term financial strategies aligned with the club's strategic goals, supporting major capital projects and renovations.
- Oversee capital budget planning, allocation, and management, monitoring expenditures and ensuring projects stay on budget.
- Identify and mitigate financial risks for capital projects while ensuring compliance with regulations and policies.
- Communicate project financial status and progress regularly to stakeholders, including the Board, investors, and management.
- Review and approve all contracts before execution and prepare detailed financial reports and presentations weekly, monthly, and annually.
- Serve as the primary financial contact for the Leadership Team, Board, and external vendors or contractors.
- Implement cost-saving measures and efficiency improvements to enhance financial performance without compromising quality or timelines.
- Establish and track key performance indicators (KPIs) to drive continuous financial improvement across projects.

LEADERSHIP

- Lead with a clear financial vision, ensuring consistent, timely, and accurate financial controls and reporting.
- Actively participate in Finance Committee meetings, respectfully presenting and defending data-driven recommendations while considering feedback.
- Deliver weekly financial updates and monthly forecasts to the Leadership Team, comparing performance against targets.
- Enhance the member experience by improving all aspects of financial interactions, including billing and charges.

TAX, BENEFITS, BUDGETS, REPORTING

- Collaborate with the HR Director to evaluate and manage benefits negotiations, balancing competitive employee packages with budgetary requirements.
- Oversee the 401K plan, monitor investment decisions, and ensure bi-annual reporting compliance.
- Manage bank account reconciliations, approve transfers, and ensure timely preparation and filing of annual 1099, 1096, and year-end audit requirements in partnership with the CPA firm.
- Review 1120 filings prepared by external auditors and ensure timely submission.
- Ensure prompt payment of federal, state, payroll, sales, and occupancy taxes while preparing accurate journal entries. Remain current on tax law changes to leverage the club's financial reporting advantages.
- Analyze general ledger, accounts payable, accounts receivable, and fixed assets to maintain financial accuracy.
- Lead the budget process by establishing policies, collaborating with the GM/COO and department heads to ensure alignment with the Club's mission, and providing real-time reporting to address financial issues.
- Regularly compare relevant financial data, such as year-to-date results versus budget or current versus prior year, to proactively identify trends and address concerns.

IT INFRASTRUCTURE AND RISKS

- Evaluate and enhance finance and IT procedures, processes, and administration, implementing and managing recommended improvements.
- Develop and implement an enterprise-wide cybersecurity policy and program.
- Inform the General Manager/COO and Board of Directors on risk trends, the Club's risk profile, and cyber mitigation strategies.
- Oversee technology investments, policies, and vendor contracts to ensure alignment with the Club's operational goals.

STAFF DEVELOPMENT

- Assess, hire, train, mentor, and develop finance and accounting staff to build a strong, high-performing team.

- Lead the finance team to ensure effective operations, support for capital projects, and a culture of collaboration, innovation, and efficiency.
- Foster a results-driven financial culture that emphasizes excellence, accountability, and a sense of urgency.

LEGAL AFFAIRS AND CONTRACT MANAGEMENT

- Build and maintain strong relationships with banks, insurers, and contractual partners while effectively managing risk and insurance matters.

CANDIDATE QUALIFICATIONS

- 10+ years of progressive financial experience with a strong team orientation and ability to meet deadlines.
- Possesses “executive presence” with excellent presentation and communication skills.
- Experience in contract review, negotiation, and collaboration with outside counsel.
- Proficient in current technology, software programs, 401K administration, and defined benefit retirement plans.
- Experience working with volunteer Boards and committees is a plus.
- Experience managing construction and renovation projects; a strong emphasis on financial reporting is desired.
- Skilled in collecting diverse inputs to create accurate forecasts, analyses, and sensitivity evaluations.
- While experience in the private club industry is beneficial for an expeditious transition, candidates from related industries with strong 'hospitality DNA' are encouraged to apply.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree (B.A.) in Finance, Economics, Accounting, or a related field with at least five years of relevant experience or equivalent education and training.
- MBA, CPA, and/or CHAE certification is a plus; HFTP membership is encouraged.

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.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. Ensure your documents are fully prepared to attach when prompted during the online application process. Please ensure your image is not included in your resume or cover letter; it should be used only on your LinkedIn profile.

Prepare a thoughtful cover letter addressed to the **Suntree Country Club General Manager/COO, Robert A. Stone, Jr.** Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why SCC and the Melbourne 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 Monday, February 3, 2025. Candidate selections will occur in mid-February, with the first Interviews expected in early March 2024 and the second interviews a short time later. The new candidate should assume his/her role in mid-April to early May.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - Suntree”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot 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 A. Riklan

Search Executive

New York Tri-State Area & Philadelphia | 908-415-4825 (M)

michelle@kkandw.com