

# KOPPLIN KUEBLER & WALLACE

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## **DIRECTOR OF FINANCE / CONTROLLER PROFILE: LAKE WARAMAUG COUNTRY CLUB NEW PRESTON, CT**

### **DIRECTOR OF FINANCE/CONTROLLER AT LAKE WARAMAUG COUNTRY CLUB**

Lake Waramaug Country Club in New Preston, CT seeks a Director of Finance/Controller to lead the club's finance and accounting operations and serve as a strategic financial partner to the General Manager, Treasurer, and Board. This hands-on leader will ensure financial accuracy, accountability, and sound decision-making while fostering a collaborative working relationship across all departments. As a highly seasonal club with a close-knit team, flexibility is essential—everyone contributes when needed. The ideal candidate will bring strong financial acumen and business sense, working closely with department heads as a resource and mentor, ensuring they have the tools and insights needed to manage their financial responsibilities effectively. A commitment to exceptional member service and a team-oriented mindset are key to success in this role.

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

### **ABOUT LAKE WARAMAUG COUNTRY CLUB**

Located along the western shore of Lake Waramaug in New Preston, CT, Lake Waramaug Country Club offers a well-rounded experience for recreation, dining, and social connection.

The clubhouse, overlooking the lake, serves as the club's central gathering place. It offers a welcoming setting for dining, special events, and social gatherings, balancing elegance with a relaxed atmosphere. Members enjoy high-quality service and a strong sense of community, making each visit enjoyable. Club-sponsored dinners and events further enhance the experience, supported by a professional and attentive staff.

The club features a scenic 9-hole golf course that provides a rewarding challenge for players of all levels. Beautifully maintained and integrated with the natural surroundings, it remains a central part of the club's offerings. In addition to golf, members can access top-quality red clay tennis courts and a dedicated Tennis House. The club offers strong junior and adult tennis programs, competitive play, and professional instruction, creating an engaging environment for all skill levels. The lakeside beach area serves as a gathering place for members of all ages. It's an ideal spot for families to meet friends, swim, and enjoy boating throughout the summer.

Founded in 1898, the club has grown from a small golf course into a thriving community. A merger with the Lake Waramaug Yacht Club in 1916 helped shape its identity, and generations of members have maintained its tradition of camaraderie while ensuring its continued success.

### **LAKE WARAMAUG COUNTRY CLUB BY THE NUMBERS:**

- 280 memberships in all categories
- \$40,000 Initiation fee
- \$8,200 Annual Operating dues
- Gross Volume: \$3.1M
- Annual Dues Volume: Approximately \$1.9M
- Gross Payroll: Approximately \$1.5M
- Approximately 10,000 Rounds of Golf annually
- 13 FTE Employees | 53 Seasonal Employees
- 12 Board members, 4 – 1 Year terms

- Club POS & Payroll System: Clubessential
- Membership Average Age: 59
- 501C7 Tax-exempt club
- Clubhouse Seasonal Operations: May – October

**LAKE WARAMAUG COUNTRY CLUB WEBSITE:** [www.lakewaramaugcc.com](http://www.lakewaramaugcc.com)

**DIRECTOR OF FINANCE/CONTROLLER - POSITION OVERVIEW**

The DOF/Controller will be a visionary, adaptable, and seasoned professional with a deep understanding of finance. This individual must be bright, intellectually curious, and dedicated to continuous learning. They should exhibit extraordinary attention to detail, disciplined thinking, and the ability to create and maintain financial structures, including charts of accounts and comprehensive operating and capital budgets.

Beyond technical expertise, this role demands a strong coach and educator who can effectively train and support cross-functional staff. Close collaboration with the General Manager is essential to foster and maintain a positive culture for staff and members. The DOF/Controller will also work closely with department heads to ensure they understand their budgets, provide insightful feedback, and help them grasp the financial impact of their operations and the "why" behind the numbers. This approach includes supporting and educating team members who may be less familiar with financial concepts, ensuring they feel empowered and capable. A true team player is crucial for this role, someone who values collaboration and understands that the team's collective success is paramount. This individual will play a key role in preserving camaraderie and enhancing the overall experience for all members, focusing on maintaining the high standards expected in the club environment.

**KEY RESPONSIBILITIES:**

**FINANCIAL MANAGEMENT**

- Supervise the accounting and financial reporting functions and directly partner with the General Manager and Treasurer on all strategic matters related to budget management, cost-benefit analysis, forecasting needs, and internal controls.
- Act as the on-site senior financial manager, reporting directly to the General Manager and Club Treasurer.
- Prepare and maintain accurate financial records, reports, and statements.
- Develop, establish, and administer procedures and systems for financial matters.
- Develop the annual operating budget, including ongoing monitoring of variances.
- Develop the annual capital spending budget; monitor and report on progress against the budget.
- Establish and maintain the Club Asset Maintenance Plan, coordinating with Club Benchmarking to reflect asset additions and retirements. Prepare monthly financials for the General Manager and Treasurer for Board presentation.
- Safeguard all funds in bank accounts; ensure proper and accurate revenue deposits, supervise the drawing of checks, and review daily bank balances.
- Reconcile all balance sheet accounts every month.
- Prepare the annual audit and coordinate with external auditors.
- Maintain fixed asset schedules and prepare depreciation schedules for year-end.

**ACCOUNTING & AUDITING**

- Supervise the accounting team, ensuring efficient operation of financial processes.
- Develop policies to control and coordinate accounting, auditing, budgets, taxes, related activities, and records.
- Administer and oversee all Club's accounting, financial, and related operations.
- Conduct audits of club inventories across all departments.
- Continuously evaluate and enhance internal control procedures.
- File all necessary taxes (sales & use, dues, tobacco, other).

**BUDGETING & FORECASTING**

- Serve as a plan fiduciary and investment committee member for the Club's 401(k) retirement plan and maintain all plan asset records and documents.

- Gather financial management information and assist the General Manager in developing strategies and tactics to improve the Club's efficiency.
- Meet with managers and professionals to provide analytical support for departmental financials.
- Prepare financial statements, forecasts, and analyses for all bi-weekly payroll processing, compensation, and benefits administration.

**RISK MANAGEMENT & COMPLIANCE**

- Oversee the Club’s risk management, computer system hardware, and software operations.
- Maintain compliance with all licenses.
- Evaluate and file all club contracts and leases.
- Gather information and assist the General Manager in making decisions about all insurance plans, including employee benefits.

**CANDIDATE QUALIFICATIONS**

- Experience as a Director of Finance and/or DOF/Controller.
- Excellent computer skills, including proficiency in accounting, financial reporting, payroll software, and Microsoft Office programs. Club software is a plus.
- Strong communication skills, both written and oral, and a proven ability to collaborate with cross-functional teams and work effectively with others.
- Pays attention to details; able to think strategically.
- Working knowledge of tax laws & reporting, including income, real & personal property, sales & use, and payroll.
- Knowledge and experience with information technology, human resources, and risk management.

**EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Bachelor’s degree in finance and/or accounting.
- CPA accreditation is a plus or the equivalent of a proven 7+ years of progressive experience in a financial management position that demonstrates primary functions, responsibilities, and qualifications.
- CHAE certification is a plus.

**SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent performance bonus and benefits package, including HFTP membership and professional development.

**INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter in that order using the link below. When prompted during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter. However, having your picture on your LinkedIn profile would be best.

Prepare a thoughtful cover letter addressed to the Lake Waramaug Country Club search committee. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage, and why LWCC and the Washington, CT 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 Friday, March 28, 2025. Candidate selections will occur in early April, with the first Interviews expected in April 2025 and the second interviews a short time later. The new candidate should assume his/her role in late May.**

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

“Last Name, First Name - Resume”

“Last Name, First Name - Cover Letter – Lake Waramaug”

(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 at [bethany@kkandw.com](mailto:bethany@kkandw.com).

**Lead Search Executive:**

Michelle A. Riklan

Search Executive

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