

DIRECTOR OF FINANCE PROFILE: TRINITY FOREST GOLF CLUB DALLAS, TX

DIRECTOR OF FINANCE AT TRINITY FOREST GOLF CLUB

Trinity Forest Golf Club, a premier golf destination located less than 10 minutes from downtown Dallas, is seeking an accomplished financial leader to serve as Director of Finance (DOF). This is an exceptional opportunity for a strategic, detail-oriented professional with a strong background in private clubs or high-end hospitality. The ideal candidate will bring hands-on expertise in financial operations while driving efficiencies and guiding long-term financial planning to support the club's continued success.

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

ABOUT TRINITY FOREST GOLF CLUB

Trinity Forest Golf Club was designed to attract prestigious championships while fostering a deep sense of camaraderie among members and guests. The club's championship course, crafted by renowned architects Bill Coore and Ben Crenshaw, embraces a classic links-style design, winding through rolling sand dunes and open meadows reminiscent of the great courses of Britain and the Northeastern U.S. The club's world-class facilities include an 18-hole championship course, a state-of-the-art practice academy, and a short course, all providing an exceptional golfing experience just minutes from downtown Dallas. The striking clubhouse, designed by Mark Finlay Architects, reflects a modern vision of the game, blending seamlessly with the natural landscape and offering members a refined yet welcoming retreat.

Beyond golf, Trinity Forest Golf Club is deeply rooted in community impact and environmental stewardship. The course was built on a reclaimed landfill, transforming the land into a stunning golf haven while also fulfilling the City of Dallas' commitment to land restoration. The club has played a key role in revitalizing the surrounding area, partnering with the Trinity River Audubon Center to restore the endangered Blackland Prairie ecosystem. Hosting prestigious professional, collegiate, and amateur tournaments, including an annual NCAA invitational, the club has established itself as a hub for competitive golf while maintaining an inviting, member-focused culture that celebrates the traditions of the game.

MISSION STATEMENT AND PURPOSE

"Championships, Community and Camaraderie"

The Company's mission is to make Trinity Forest among the best golf clubs anywhere so it may:

- Host golf's prestigious championships, thus re-establish Dallas as an important part of the game's history;
- Use the game of golf and the facilities at Trinity Forest to elevate charitable activity and community enrichment.
- Create a special place at which our members and our guests may foster camaraderie by enjoying the undefeatable game of golf.

TRINITY FOREST GOLF CLUB BY THE NUMBERS

- Established in 2014
- 389 Members
- \$5.9M Gross volume (includes dues and golf shop sales)
- \$0.7M F&B revenue
- \$5.8M Gross payroll
- 90-100 Employees (FTE) (70% are full-time)
- 16,500 Rounds of golf annually
- 3 Board members

- Average Age of Members: 47

TRINITY FOREST GOLF CLUB WEBSITE: www.trinityforestgc.com

DIRECTOR OF FINANCE JOB – POSITION OVERVIEW

The Director of Finance (DOF) of Trinity Forest Golf Club holds full accountability and direction of fiscal operations of the Club that include, but are not limited to, financial reporting, forecasting, auditing functions, compliance for financial, treasury management recordkeeping, financial policies and procedures, compliance to GAAP and legal requirements.

KEY RESPONSIBILITIES AND EXPECTATIONS

Financial Strategy & Governance

- Collaborate with the board and the GM to develop and implement financial goals, policies, and procedures.
- Prepare, review, and analyze financial statements, reports, projections, and budgets while staying informed on industry financial trends.
- Provide financial analyses for capital investments, contract terms, and pricing decisions.
- Report and present financial information to the Board

Accounting & Financial Operations

- Serve as the key contact for bank accounts, member accounting issues, vendor payments, and audits.
- Ensure accurate and timely filing of tax returns and business licenses for the Club and Foundation.
- Handle and monitor cash, investments, and recorded debt in accordance with Board guidelines.
- Reconcile bank account statements monthly as part of the internal audit process.
- Maintain long-term capital project schedules, budgets, cost tracking, and capital asset studies.
- Approve expenses and petty cash disbursements.

Member & Vendor Relations

- Maintain the membership database to ensure accurate invoicing and accountability of dues and payments, working closely with the Membership Committee.
- Review and recommend vendor and utility services, provisions, and contracts.
- Technology & Systems Management
- Lead IT recommendations for software and hardware updates, implementations, and maintenance to optimize reporting and cost-effectiveness.

Compliance & Risk Management

- Ensure financial operations comply with local, state, and federal regulations.
- Develop and maintain quality control and operational procedures for department functions.
- Maintain an Accounting Department procedure manual to ensure consistency and efficiency.

Human Resources & Team Leadership

- Hire, manage, and develop Accounting staff to ensure timely and accurate financial operations, including payment applications, statement production, receivables processing, and report writing.
- Oversee the Club's Human Resources function, outsourcing as needed.

CANDIDATE QUALIFICATIONS

- Experience with long-range planning, and financial planning, including reserves studies, is necessary. (In the Golf/Club industry preferable.)
- Effective responsiveness in verbal and written communication skills
- Word, Excel, PowerPoint, POS, and industry-specific software experience necessary
- Demonstrated leadership ability for staff management and planning for staff development
- Ability to strategize short- and long-term planning to achieve Club's financial goals
- Exhibit a positive attitude with members, management, and staff
- Demonstrate continued departmental improvement initiatives

- Supportive of Club policies and procedures, and be open to and contribute to, new or improved methods of operation
- Possess organizational skills to support efficient production
- Maintain affiliations in appropriate professional associations to remain current in the profession
- Participation in appropriate industry educational seminars and workshops/conferences to increase knowledge of trends, best practices, and IT applications for Club and financial operations, as well as to enhance skills overall and establish networking contacts

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or Business Management (with emphasis on Finance) M.B.A. a plus.
- CPA accreditation a plus; or the equivalent of proven 10 years progressive experience in a financial management position that demonstrates major functions, responsibilities, and qualifications
- CHAE certification and/or current HFTP involvement a plus.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all hired employees must verify their identity and eligibility to work in the United States and 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 performance bonus and benefit package including HFTP membership and professional development.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in the order listed using the link below. When prompted for them 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; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to Trinity Forest Golf Club search committee/Mr. John Rutledge, Search Chair and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career, and why TFGC and the Dallas area will be beneficial to 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, March 31st. Candidate selections will occur early April, with the first Interviews expected in April and the second interviews a short time later. The new candidate should assume his/her role in mid-May

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Trinity Forest”

Note: Once you complete the application process for this search, you are not able to return and upload additional documents.

If you have any questions, please email Bethany Taylor: bethany@kkandw.com

[Click here](#) to upload your resume and cover letter.

Lead Search Executive:

Michelle A. Riklan

Search Executive

KOPPLIN KUEBLER & WALLACE

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