



Cape Fear Country Club

Cape Fear Country Club is seeking a Chief Financial Officer:

Cape Fear Country Club, located in beautiful Wilmington, North Carolina, is hiring a Chief Financial Officer to join its storied history. Cape Fear, founded in 1896, has the honor of being the oldest private Country Club in North Carolina. Today, it is the vision of Cape Fear Country Club to maintain our status as one of the premier country clubs in North Carolina. As part of that vision, the Club is currently in search of a Chief Financial Officer to begin in October 2024.

The ideal candidate will demonstrate impeccable leadership skills, integrity, teamwork, professionalism, outstanding finance and accounting skills, detail oriented, enjoys challenges and is big picture focused.

CAPE FEAR COUNTRY CLUB MISSION STATEMENT:

Cape Fear Country Club is a family focused private club that is committed to providing its members and guests with a premier country club experience based on tradition, exceptional service, outstanding facilities, and a culture of continuous improvement.

CAPE FEAR COUNTRY CLUB BY THE NUMBERS:

- Members: 942 – Full / House
- Waitlist for Membership: 172 families
- Initiation Fee - \$60,000 – Full Member
- Operations: Approximately \$10M
- Annual Dues: Approximately \$5.2M
- Gross Payroll: Approximately \$5M
- Annual Rounds of Golf: Approximately 31,000
- 27 holes of golf; state of the art Golf Performance Center opened in June 2024; 12 tennis courts; fitness and wellness center; Active Junior Programs with junior activity rooms; active food & beverage program
- The Club is organized as a 501(c)(7) and is a not-for-profit corporation
- Employees: 150 FTE / 102 seasonal
- Average age of Membership: 60
- The Club uses Jonas Software

CAPE FEAR COUNTRY CLUB WEBSITE: www.capefearcountryclub.net

CHIEF FINANCIAL OFFICER JOB DESCRIPTION:

The Chief Financial Officer of Cape Fear Country Club is a passionate financial leader who desires to become part of an exceptional organization. The CFO reports to the General Manager/Chief Operating Officer GM/COO and will become the GM/COO's strategic financial partner, working side-by-side with the GM/COO to meet the expectations and goals set forth by the Board.



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The position will serve as the financial liaison to all departments and their department managers.

Key activities include:

- Develop policies to control and coordinate accounting, auditing, budgets, taxes, and related activities and records.
- Develop, establish, and administer procedures and systems pertaining to financial matters. Prepare financial statements, forecasts, and analyses for all administrative and managerial functions.
- Maintain all accounting records; develop, analyze, and interpret statistical and accounting information.
- Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends, and increased profit possibilities.
- Supervise staffing, scheduling, training, and professional development of department members.

As CFO, this individual will ensure accurate financial processing such as payroll, accounts payable, accounts receivable, and expense reports.

KEY RESPONSIBILITIES:

- Direct financial operations of the Club
- Formulate, receive, and recommend policy proposals for approval relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics, and office methods and procedures
- Prepare the monthly trial balance and resulting financial statements, including Income Statement, Balance Sheet, and Statement of Changes in Financial Condition for the club, along with required supporting schedules and other data necessary for financial reports and records
- Manage and conduct internal auditing programs to help ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed
- Prepare budgets and financial forecasts in coordination with the various committees, departments and GM/COO; analyze financial information, monitor budgeted versus actual expenditures, and advise management about variances and their potential causes; recommend corrective actions to help ensure that budget goals are met
- Work with the Club's external auditors to ensure that procedures are consistent with Club policies
- Prepare and verify reports made to agencies and trade and professional organizations for which dissemination is consistent with Club policies



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- Direct, participate in, and verify the taking of inventories for beverages, food, supplies, merchandise, equipment, etc.
- Verify that all insurance records for Club property are properly maintained
- Reconcile monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts
- Inform and advise other department heads about the financial aspects of their responsibilities
- Prepare and/or supervise preparation of applicable federal, state and local tax returns
- Prepare accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Committee and other Club committees
- Monitor to ensure that procedures for effective receiving are in place and consistently used
- Select, train, supervise, and evaluate accounting staff
- Attend monthly Finance Committee, and other meetings as required
- Oversee member billing and collection procedures
- Approve credit applications for vendors
- Negotiate and administer employee benefits, including health and life insurance, pension plans, and workers' compensation; gather information and assist the GM/COO in making decisions about employee benefit plans
- Maintain Fixed Asset ledgers and prepare depreciation schedules for monthly entries
- Handle assigned projects as they relate to the department and Club's
- Audit members' and guests' charges; check cash sheets to ensure that all receipts for member's accounts have been posted
- Audit all cash and charge expenditures
- Safeguard all funds in bank accounts; ensure that revenues are properly and correctly deposited; and supervise the drawing of all checks
- Establish and maintain tournament accounting records and financial statements
- Monitor collection of past due accounts, advise GM/COO and Board when difficult situations may arise
- Plan professional development and training activities for staff



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QUALIFICATIONS:

Qualified candidates will be expected to lead by example and maintain the high standards set forth by the Professional staff, which reflect the goals of Cape Fear Country Club. Candidates will have proven computer/software, accounting, and administration experience, excellent written and oral communications skills. A bachelor's degree in accounting/finance is required. All candidates will work to ensure the fulfillment of the Club's mission to provide a warm and friendly environment for our members and guests, through commitment and dedication.

COMPENSATION:

Competitive salary based on qualifications and experience, performance bonus, competitive benefits including family health, dental, and vision insurance, life insurance, education allowance, 401(k) retirement plan and PTO in accordance with the employee handbook.

Please send resumes to Mary Geiss, COO, mgeiss@capefearcountryclub.net.