

## **CHIEF FINANCIAL OFFICER PROFILE: COLLETON RIVER CLUB BLUFFTON, SC**

### **THE CHIEF FINANCIAL OFFICER AT COLLETON RIVER CLUB**

An outstanding opportunity awaits an experienced Chief Financial Officer at Colleton River Club. We seek a dynamic leader with high emotional intelligence, an entrepreneurial mindset, and a commanding executive presence. The ideal candidate will have exceptional financial expertise and a deep appreciation for the importance of culture and member experience. As a key leadership team member, you will work closely with the CEO, valuing the role of respectful, constructive conflict in driving better decisions and achieving superior outcomes. The successful candidate will thrive in a collaborative environment, be comfortable with both challenging and being challenged, and be capable of engaging in healthy debate while remaining calm and professional. This role requires a hands-on leader willing to engage with their team at all levels, demonstrating resilience and a profound understanding of the organization's culture. A commitment to continuous learning and the professional development of both you and your team is vital. The new CFO should be prepared to lead with purpose, passion, and a relentless pursuit of excellence at Colleton River Club.

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

### **ABOUT COLLETON RIVER CLUB AND COMMUNITY**

Colleton River Club offers an extraordinary lifestyle in a stunning Lowcountry setting, surrounded by water on three sides and bordered by a 1,100-acre nature preserve. This private enclave is designed with a strong commitment to preserving the natural beauty of the area, creating a low-density community where members enjoy both privacy and a close-knit sense of belonging.

The new Palms Café offers signature nutritional options, reflecting the club's commitment to wellness. The blend of cultural, culinary, and natural amenities within this waterfront community ensures a fulfilling and vibrant lifestyle for its members.

The club features two championship golf courses, masterfully crafted by Jack Nicklaus and Pete Dye, providing 36 holes of exceptional play amidst breathtaking water views. The club's landscape, rich with freshwater ponds and access to the Atlantic Ocean, offers unparalleled fishing opportunities. Members can catch anything from bass in the ponds to sharks off the Dock. The newly constructed Sports & Wellness Complex, a Junior Olympic swimming pool, a state-of-the-art Tennis Center, three bocce courts, and eight cushioned pickleball courts cater to an active lifestyle. Members have access to two fully functioning clubhouses with a total of 5 Food and Beverage outlets, which include the Palms Café and Halfway Café located near the driving range at the Nicklaus course, along with grab-and-go options and a unique rooftop lounge at the Dye Clubhouse.

Colleton River Club celebrates the natural environment, offering members opportunities for outdoor exploration with over 15 paddle trips annually. The club also takes in the region's historical and ecological significance. The community's dedication to preserving its natural surroundings enhances the club's sense of serenity and security.

Colleton River Club's connection to nature and a storied past guides the future, fostering a unique community where members can grow and thrive in harmony with their surroundings.

### **COLLETON RIVER CLUB BY THE NUMBERS:**

- Approximately 607 Members
- The initiation fee is \$90,000
- Annual Dues: \$21,075 | Capital Dues: \$6,050

- Gross Revenues Approximately: \$22M
- Annual Dues Approximately: \$12.3M
- Gross Payroll Approximately: \$13M
- F&B Volume Approximately: \$3.7M
- Employees: Approximately 174 FTE and 20 PTE
- There are 9 Board members, each serving three-year terms
- Average Members Age: 64
- The club uses Jonas for its accounting and POS
- Club Status: 501c SC Not-for-profit

**COLLETON RIVER CLUB WEB SITE:** [www.colletonriverclub.com](http://www.colletonriverclub.com)

### **CHIEF FINANCIAL OFFICER - POSITION OVERVIEW**

The Club is looking for an exceptional Chief Financial Officer (CFO) who will provide the leadership, management, and vision necessary to ensure the Club has the proper operational controls, administrative and reporting procedures, and people systems in place to grow the organization effectively and to provide financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, and collaborative style guided by the objectives of the Club. The CFO will work closely with the CEO and the Management Team and perform specific responsibilities as requested by the CEO.

The position directly reports to the CEO and supervises the Controller, Assistant Controller, Accountants, and Accounts Receivable. The selected individual will serve as a true strategic partner who will be instrumental in taking the Club to the next level of financial stability and success and will help support the Club's current and future vision in conjunction with the strategic plan.

### **KEY ATTRIBUTES, CHARACTERISTICS, AND STYLE OF THE SUCCESSFUL NEW LEADER**

- Demonstrates strong team and collaborative skills, with a history of fostering a positive working environment.
- Has a record of proactive financial leadership and innovation, with a solutions-oriented approach to work.
- Maintains high standards for themselves and their team; sets goals, mentors, coaches, inspires, and holds people accountable.
- Operates within a team-oriented structure, fostering collaboration and mutual support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **TEAM MANAGEMENT AND DEVELOPMENT**

- Assists with hiring, training, performance coaching, and disciplining of Accounting department employees within all approved Club policies and compliance with all governmental agencies.
- Provides continuing support and education to the Department Heads on budget development and variance reporting.
- Participates in selecting the group health, dental, 401(k), and life insurance programs with H/R.

#### **FINANCIAL REPORTING AND COMPLIANCE**

- Ensures that no material weaknesses are found in the annual audit.
- Ensures that all financial reports and tax forms are submitted accurately and promptly.
- Reviews and supervises the preparation of audit papers as required for outside auditors. Reviews audit for accuracy and recommends to the auditors before issuing the final report.
- Provides necessary information to prepare all tax returns and reviews prepared tax returns for accuracy.
- Reviews and reconciles all cash disbursements.
- Communicates and coordinates financial activities with the Board, Treasurer, Finance Committee, and/or committee chairs as requested.
- Attends Board meetings, Finance Committee meetings, Audit Committee meetings, and other committee meetings and is available to answer any financial questions.

#### **BUDGETING AND FINANCIAL PLANNING**

- Directs, monitors, reports, and interprets all accounting, reporting, and budgetary aspects of the Club's operation.
- Prepares and issues monthly financial statements and other supporting schedules, including a written analysis, in a timely manner.
- Develops and maintains payroll budgets, forecasts, and industry trends and proactively identifies potential opportunities and areas of concern related to payroll by the department.
- Prepares working papers on operating, capital, and capital budgets, working with the CEO and department heads to revise and adhere to budgetary guidelines and make suggestions.
- Prepares G&A departmental budgets and payroll-related items.

#### **LEGAL AND COMPLIANCE**

- Works closely with the Legal Committee and Attorneys on accounts in the collection when necessary.
- Participates in the selection of the Club's insurance policies and monitors property and casualty insurance policies to ensure that the assets of the Club are protected.
- Serves as Trustee for the Club's 401(k) Retirement plan and maintains all plan asset records and documents.

#### **INFORMATION TECHNOLOGY AND SYSTEMS**

- Oversees the Club's IT support needs and purchases, whether outsourced or internal.
- Assists with evaluating computer software systems and applications for accounting, membership, point-of-sale, fixed assets, and other departmental software as requested.

#### **BANKING AND INVESTMENTS**

- Maintains relationships with the bank to manage Club accounts, loans, investments, and any Club needs.

#### **REAL ESTATE TRANSACTIONS & NEW MEMBER INTEGRATION:**

- Supervises the coordination of real estate transactions, including buying back lots in default.
- Manages new member setup requirements in JONAS (and may also oversee Gatesure and ForeTees) systems, distributes new member packets, and acquires new member demographic information.
- Monitors and enforces financial agreements with the developer partner, EDC, ensuring compliance and addressing any financial disputes or adjustments.
- Oversees real estate transactions involving acquiring and disposing of lots and homes within the community.

#### **GENERAL AND OTHER DUTIES**

- Ensures that the CEO has all the information required to run the operation efficiently and is always proactively informed to address the members professionally and with the correct information.
- Communicates with members, co-workers, management, and the general public courteously and professionally.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.
- Exhibits and maintains a professional demeanor to reflect a positive image of Colleton River Club.
- Is a strategic thought partner with the CEO in strategic decision-making, modeling, and forecasting.
- Performs other duties as assigned by the CEO.

#### **KNOWLEDGE AND SKILLS QUALIFICATIONS**

- Demonstrates excellent knowledge of finance, accounting, and financial management techniques.
- Skilled in analyzing and interpreting data and preparing reports, including forecasting and modeling.
- Communicates effectively in English, both verbally and in writing.
- Understands and follows verbal and written instructions in English.
- Interacts professionally and maintains effective working relationships with superiors, co-workers, and members.
- Capable of multitasking and performing well in a fast-paced environment.

#### **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Bachelor's degree (B.A.) in Accounting from a four-year college or university, with a minimum of five years of related experience and/or training or possesses an equivalent combination of education and experience.
- CPA certification is preferred but not required.

- Experience in country club and/or community association settings preferred.

### **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 **Colleton River Club CEO, Robert Sereci**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why CRC and the Bluffton 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, October 18, 2024, year. Candidate selections will occur in mid-October, with the first interviews expected in late October 2024 and the second interviews a short time later. The new candidate should assume his/her role in early January 2025 at the latest.**

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Colleton River”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot add additional documents.

If you have any questions, please email Bethany Taylor at [bethany@kkandw.com](mailto:bethany@kkandw.com)

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

### **Search Executive:**

Michelle A. Riklan

Search Executive

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