

CANDIDATE PROFILE

Director of Finance
Fairfield Glade Community Club
Fairfield Glade, Tennessee

www.fairfieldgladeresort.com



Organization

Fairfield Glade is a master-planned active adult community situated on the Cumberland Plateau with an elevation of 2,000 feet. The community is located near Crossville, Tennessee between Knoxville and Nashville. The property covers over 14,000 acres of wooded land with 11 lakes, 5,600 homes with approximately 9,400 residents, 490 resort timeshare units, 120 miles of roads, 400+ full and part-time staff, and a \$24 million operating budget. There is also a Sewer Division generating over \$3.4 million in revenue.

Fairfield Glade is an age-targeted rather than an age-restricted community. The Community Club is a not-for-profit 501(c)4 Property Owners Association (POA) and a deed-protected community with Covenants and Restrictions to help maintain and enhance resident property values. Fairfield Glade offers multiple neighborhoods with a wide range of home sizes, price ranges, and views that include mountains, lakes, golf courses, and protected woodlands. Amenities and activities include:

- Four golf clubs with five 18-hole PGA-rated golf courses -- all with pro shops, snack bars and practice facilities. The Stonehenge and Brae courses are in the Top 5 rated public courses in Tennessee.
- Conference center containing a full-sized gymnasium, an indoor Junior Olympic-size pool, an arts and crafts room, a café, and banquet/meeting rooms.
- One restaurant, Stonehenge Grille, is operated by an outsourced third-party management company.
- A fitness facility containing a rehabilitation center owned by the Cumberland Medical Center.
- An award-winning Racquet Sports Center with 12 indoor/outdoor courts, pro shop, eight pickleball courts, and two outdoor pools.
- Eleven lakes and two marinas for boating, fishing, and beach activities. Over 25 miles of hiking trails.
- A variety of planned activities and social events for residents and their guests. A nationally and state- accredited Police Department and a separate on-site volunteer Fire Department.

Position Overview

The Director of Finance (DOF) position reports to the COO and plays a pivotal role in shaping the financial strategy and ensuring the overall financial health of the organization. This position is responsible for providing leadership and coordination of the Club's financial planning, debt financing, and budget management functions and ensuring the accounting and internal control procedures and reporting conform to the generally accepted accounting principles. The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the community.

The DOF oversees a staff of sixteen in Finance/Accounting, Member Records, and the Post Office

Responsibilities

- Responsible for the delivery of cost effective and efficient accounting and financial systems, policies, and processes that meet the current and future business needs of the Club.
- Provide financial planning and analysis and funding analysis.
- Develop and implement financial plans, budgets, and forecasts.
- Evaluates existing accounting department personnel structure and assists with hiring, training, performance coaching and disciplining department employees within approved HR policies and compliance with governmental agencies.
- Proactively prevents material weaknesses in the annual audit.
- Develop regular reporting and analysis, including key metrics reports.
- Lead operating, reserve, and capital budget process, working with the COO and department heads to revise and adhere to budgetary guidelines.
- Provide basic project management information for reserve project spending and funding.
- Processing of fines, delinquent accounts, and overseeing collections.
- Work with the Treasurer, volunteer Finance Committee, COO, and the Senior Management Team in the preparation of the yearly budget.
- Oversee the external audit, review and analyze results and recommend for approval the Audited Financial Statements.
- Treasury, insurance, and planning. Overseeing daily processing and reconciliation of general ledger accounts.
- Responsible for documenting and ensuring compliance with internal control procedures.
- Lead timely outlook forecasts and work with the COO and Senior Management Team to address variances and meet overall budget targets.
- Provide ongoing financial modeling and analysis expertise to support the development of long-term strategic initiative and business plans.

Essential Duties

- Assist in preparation of Policies and Procedures Manual for Finance department. Monitor all departments for compliance with Accounting Policies and Procedures.
- Monitor internal control procedures and recommend system changes where necessary. Provide accounting support to operators of software systems.
- Reconcile A/R and A/P ledgers and deferred revenue schedules.
- Maintain and reconcile all general ledger accounts and other schedules in a timely manner.

- Prepare and post month-end standard and adjusting journal entries. Maintain accounting control files. Coordinate fixed asset inventory control for all departments.
- Ensures compliance with fixed asset inventory control procedures. Maintain the physical fixed asset inventory of all assets.
- Oversee the Cash Management function, including banking relationships.
- Maintain organized storage of accounting records.
- Perform annual tax planning. Identify and report potential issues to the Board and COO.
- Attend committee meetings and Board meetings as directed, providing requested reports and presentations as required.
- Assist in the maintenance and preparation of the five-year Reserve Study. Annually review reserve study for unanticipated events and funding.
- Support the COO, Board of Directors, Committees, and Senior Management Team.
- Perform other duties and projects as required by the COO.

Requirements

- Bachelor's degree in accounting/finance from an accredited college or university is required. Master's degree in business or related field, an MBA in finance would be a bonus.
- 8 – 10 years of progressive key financial leadership for an organization, preferably Property Owners Association experience or in the hospitality industry.
- Certified Hospitality Accounting Executive (CHAE) helpful
- Strong knowledge in POA reserve studies. CPA preferred, but not required.
- A person of extremely high integrity both professionally and personally. A proven “courageous thought partner” to organization leaders.
- Proven record of strong leadership and a track record of building high performing teams.
- Has excellent verbal and written communication skills. A person who understands and effectively functions in a non-profit, volunteer, member-owned Board and committee environment, who further recognizes the need to use these groups as sounding bodies, raising issues of a policy nature and offering alternatives in addition to pros and cons. Ultimately, an enthusiastic supporter of COO and Board decisions and directives. Able to use discretion regarding sensitive and/or confidential company information. Ability to differentiate GAAP, state laws, and IRS rules in applying accounting principles and recommending policies.
- A strong and passionate financial leader with a proven track record of providing supportive, timely and accurate information and analysis.
- A team player with a history of supporting and developing staff and consistently looking to improve their knowledge and financial acumen; a mentoring mindset is critical.
- An accomplished and analytical leader with an understanding of the 30,000-foot view of operations and vision as well as a solid understanding of day-to-day financial operations.
- A diplomatic and competent professional who is a ‘doer’ and take-charge person and who recognizes the importance of accountability.
- A creative problem solver who commands respect because of the way he/she interacts with others and lives up to his/her word and confidently puts forth recommendations to the COO.
- Capable and comfortable with technology and incorporates its use, as appropriate in his/her everyday role, while never losing sight of the need for ‘high-touch’ relations with residents and associates.
- Has a high degree of accuracy and attention to detail.

Competitive Compensation

- A base salary with a performance bonus.
- Individual health insurance, dental, vision. Family plans available.
- Employer paid Group Term Life Insurance.
- 401k plan with generous employer match.
- Relocation assistance provided.
- Support for continuing education.

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send both a cover letter and resume.



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GSI Executive Search has been serving the private club industry for over twenty-five years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 70 GM searches around the US in the last two years.