

DIRECTOR OF FINANCE/CONTROLLER PROFILE: COLUMBINE COUNTRY CLUB COLUMBINE VALLEY, CO

DIRECTOR OF FINANCE/CONTROLLER AT COLUMBINE COUNTRY CLUB

An amazing opportunity exists for candidates with a successful track-record of leadership and exceptional financial operations management in private clubs or high-end establishments in the hospitality industry. We are conducting the Director of Finance/Controller search for Columbine Country Club, an extraordinary private club with a traditional sense of neighborhood just minutes from downtown Denver in Columbine Valley, Colorado. This is an opportunity to grow the organization, with a focus on creating value and ensuring financial strength and operational efficiency.

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

COLUMBINE COUNTRY CLUB

Columbine Country Club is one of Colorado's finest country clubs since 1955. They pride themselves on having one of the premier golf courses in the Rocky Mountain region complimented with an active social calendar. At Columbine Country Club, they go to great lengths to make sure that they offer a "complete country club experience" that is enjoyed by the entire family!

Columbine offers a spectacular championship 18-hole golf course, a challenging 9-hole par 3 course, a "bunker" with two state of the art golf simulators and private lounge for year-round play, 7 outdoor tennis courts, two new pickleball courts, an Olympic pool, baby-pool, and several dining options. In addition, the club also has a full-scale children's activity center called the "fort" that is staffed six days per week.

The club has first class golf and tennis programs for both adults and juniors and to top it off, their swim program for kids is widely regarded as one of the very best in all of Colorado. The club's teaching professionals are all extremely qualified, having been very successful in their respective sports. Socially, the club is extremely active, as they have a special events calendar that keeps the club hopping all year long.

The Championship course at Columbine Country Club has hosted a PGA Championship and many LPGA Championships over the years. Several U.S. Open Sectional Qualifiers have been held at the club and they have been hosting the U.S. Amateur Qualifiers since 2014.

The 56,000 square foot \$25M clubhouse with terraces, fire pits, and open-air dining opened in 2017. The clubhouse has numerous dining and entertaining areas, a pro shop with locker rooms, lounges, and a modern fitness facility.

The brand-new pool area with its popular Swim and Dive program includes an Olympic and baby pool area, diving boards, mushroom umbrellas, cabanas, and recently renovated pool house kitchen and café with a snack bar for poolside dining.

MISSION STATEMENT

Provide a personalized private club experience for members, their families, and their guests.

GOALS

- Maintain a golf course and amenities that are among the best in Colorado, upholding the finest traditions of golf, fitness, and leisure.
- Provide a relaxed atmosphere and spirit of camaraderie in a respectful environment.
- Deliver relevant and engaging programs to members and their families.
- Provide a fulfilling environment for staff, encouraging retention, and empowering them to meet members' service expectations.
- Operate the Club with financial discipline – breakeven operations and move aggressively to pay down debt.

CLUB BY THE NUMBERS

- 631 members
- \$80,000 Initiation fee
- \$9228 Annual dues
- \$12.7M Gross volume
- \$4.7M Annual dues volume
- \$2.9M F&B volume
- \$6M Gross payroll
- 110 Employees in-season; 75 off-season
- 9 Board members
- 8 Committees
- 57 Average age of members

COLUMBINE COUNTRY CLUB WEBSITE: www.columbinecc.com

DIRECTOR OF FINANCE/CONTROLLER OVERVIEW

Direct the financial operations of the club. Supervise the accounting functions and directly assist the Chief Operating Officer/GM on all strategic matters relating to budget management, cost-benefit analysis, forecasting needs and internal control. 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 for costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Serve as liaison to the finance committee. Supervise the staffing, scheduling, training and professional development of department members.

The Director of Finance/Controller reports directly to the Chief Operating Officer/GM, and supervises the Accounts Payable Clerk, and the Accounts Receivable Clerk.

RESPONSIBILITIES

- Put members first - go above and beyond their expectations to satisfy their needs and provide the highest quality service.
- Always convey a professional attitude and demeanor towards Club and team members.
- Always treat Club and team members with the utmost respect and dignity.
- Always maintain a positive attitude and look for positive outcomes in all opportunities.

- Embodies the persona of ultimate coach and motivator. Must be able to bring out the best in those around him/her by setting clear goals and expectations, providing consistent feedback and support, and who is respectful and professional in all interpersonal dealings.
- Maintain open channels of communication and be receptive to all departments and staff members.
- Write effectively and concisely.
- Convey oral messages clearly and succinctly.
- Actively participate in all meetings.
- Ensure that the information needed to proficiently operate the club is disseminated and understood.
- Exhibit sound time management and organizational skills.
- Ensure the supplies needed to operate are properly stocked.
- Produce financial reports in a timely manner according to schedule.
- Prepare accurate and timely financial packets for monthly Finance Committee meetings.
- Participates in leading the annual budgeting process with department leaders.
- Follow all club policies and procedures as outlined in the handbook.
- Ensure all departments are compliant with state/local/federal laws and that work places are safe.

PRIMARY FUNCTIONS

- Responsible for Columbine Country Club's finance department including accounts payable, accounts receivable, payroll, and all associated reporting.
- Directs or prepares the monthly trial balance and resulting financial statements for the club, including the income statement, balance sheet and statement of changes in financial condition, along with required supporting schedules and other data necessary for financial reports and records.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments and Chief Operating Officer/GM analyzes financial information, monitors budgeted versus actual expenditures and advises management about variances and their potential causes; recommends corrective actions to help assure that budget goals are met.
- Reconciles monthly ledgers including receivables, payables, bank and other asset accounts, and wage accounts.
- Prepares accounting reports as necessary and appropriate for dissemination to the board of directors, executive committee and other club committees.
- Prepares or supervises preparation of applicable federal, state and local tax returns.
- Formulates, receives and recommends policy proposals 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.
- Manages and conducts internal auditing programs to help assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Works with the club's external auditors to assure that procedures are consistent with club policies.
- Directs, may participate in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings and other club assets.
- Verifies that all insurance records for club property are properly maintained.
- Informs and advises other department heads about the financial aspects of their responsibilities.
- Selects, trains, supervises, schedules and evaluates accounting staff.
- Attends monthly board, finance committee and other meetings as required.
- Oversees member billing and collection procedures.
- Compiles, approves and maintains credit applications for vendors.
- Maintains fixed asset ledgers and prepares depreciation schedules for monthly entries.

- Audits all cash and charge expenditures.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Monitors collection of past due accounts advises Chief Operating Officer/GM and board when difficult situations may arise.
- Interacts with the club's external accounting firm and its auditors as necessary.
- Monitors accounts receivable and acts according to established club policies and procedures.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.
- Works with the Chief Operating Officer/GM and department heads to plan and manage capital budgets and cash flow statements.
- Manages, reviews, suggests and monitors changes in the automated financial management and accounting system.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to club and employee issues.
- Negotiates and acquires property and casualty insurance to protect the club's assets.

CANDIDATE QUALIFICATIONS

- Experience supervising a staff/team of accountants and bookkeepers.
- Proven ability to work independently, as well as, within a team environment.
- Demonstrated strong organization skills, attention to detail and ability to adapt to various situations/needs quickly.
- Demonstrated strong oral, written, and interpersonal communication skills.
- Demonstrated ability to follow through on commitments and meet deadlines.
- Ability to communicate effectively in a collaborative work environment.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree from four-year college or university; preferably with concentration in business or administration with accounting major or minor and coursework in financial analysis and auditing.
- Five to seven years of professional accounting experience with at least two of those years at the Controller level or equivalent in a club operation.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club, along with the typical HFTP benefits, offers an excellent bonus and benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

Preparing a thoughtful letter of interest and alignment, clearly articulating your "fit" with the profile and the above noted expectations and requirements is necessary. Your letter should be addressed to Rick Poling, CCM, Chief Operating Officer/GM, Columbine Country Club. Clearly articulate why you want to be considered for this position at this stage of your career and why Columbine Country Club and the Denver area will likely be a "fit" to you, your family and the Club if selected.

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

“Last Name, First Name Resume”

“Last Name, First Name Cover Letter”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter, [visit this page](#).

If you have any questions, please email Holly Weiss: holly@kkandw.com

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

Lead Search Executive:

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