



## THE SPRINGS

### **OVERVIEW**

The Chief Financial Officer of the newly combined Home Owners Association and Country Club will be responsible for establishing and implementing sound financial management practices and overseeing long term, annual and day-to-day financial planning and operations. This person will oversee a small Finance department, as well as work in continuous contact with all department heads on their budgets and results. The successful applicant will have knowledge of the Davis Sterling Act and its impact on finance, as well as know the country club business and accounting.

### **QUALIFICATIONS**

- Prior Club and/or Community accounting experience
- Bachelor's Degree in Accounting preferred
- Practical experience in accounting with related supervisory responsibilities.
- Five years minimum as a controller.
- Knowledge of current methods and practices of accounting, auditing, budget preparation and program analysis
- Familiarity with modern electronic office equipment, accounting software and procedures.  
Ability to analyze and communicate financial information in clear, concise terms.

This is a full-time salaried position including medical, dental, life insurance, disability, and 401K. Salary commensurate with experience.

Interested candidates please send your cover letter, resume, qualifications, and salary requirements to Rick Cabasal, General Manager at [rcabasal@springsclub.com](mailto:rcabasal@springsclub.com)

**THE SPRINGS CLUB**  
**Accounting Department**

**I. Position**

Chief Financial Officer

**II. Related Titles**

Director of Finance, Controller

**III. Background**

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**IV. Job Summary**

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 and is responsible for development, analysis and interpretation of statistical and accounting information. Evaluate operating results in terms of costs, revenues, budgets, policies of operation, trends and increased profit possibilities. Supervise the staffing, scheduling, training and professional development of department members.

**V. Job Tasks (Duties)**

1. Directs financial operations of the community association and club
2. Formulates, receives and recommends 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
3. Directs or prepares the monthly trial balance and resulting financial statements including Income Statement, Balance Sheet and Statement of Changes in Financial Condition for the community association and club along with required supporting schedules and other data necessary for financial reports and records
4. 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
5. Prepares budgets and financial forecasts in coordination with the various committees, departments and departmental managers; 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
6. Works with the community association and club's external auditors to assure that procedures are consistent with

community association and club policies

7. Prepares and verifies reports made to agencies and trade and professional organizations for which dissemination is consistent with community association and club policies
8. Directs, participates in and verifies the taking of inventories for beverages, food, supplies, equipment, furnishings, etc.
9. Verifies that all insurance records for community association and club property are properly maintained
10. Reconciles monthly ledgers including receivables, payables, bank accounts, asset accounts and wage accounts
11. Informs and advises other department heads about the financial aspects of their responsibilities
12. Prepares and/or supervises preparation of applicable federal, state and local tax returns
13. Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Committee and other community association and club committees
14. Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used
15. Selects, trains, supervises and evaluates accounting staff
16. Negotiates and maintains contracts for maintenance of computers and office equipment
17. Attends monthly Board, Finance Committee and other meetings as required
18. Oversees member billing and collection procedures
19. Compiles, approves and maintains credit applications for vendors
20. Negotiates and administers employee benefits including health and life insurance, pension plans, and workers' compensation. Gathers information and assists the Board in making decisions about employee benefit plans
21. Maintains Fixed Asset ledgers and prepares depreciation schedules for monthly entries
22. Handles assigned projects as they relate to the finance department, community association and club's needs
23. Audits members and guests' charges; checks cash sheets to assure that all receipts for member's accounts have been posted
24. Audits all cash and charge expenditures
25. Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks
26. Establishes and maintains tournament accounting records and financial statements
27. Maintains investment program. Updates the Board of Directors and with direction and approval of the board, invests excess funds on a timely basis to provide better cash flow
28. Monitors collection of past due accounts, advises Departmental Managers and Board when difficult situations may arise
29. Plans professional development and training activities for staff
30. Adheres to governing documents, By-Laws and CC&Rs
31. Prepares yearly homeowner disclosure and audited financial statements

## **VI. Reports to**

Community Association Board

## **VII. Supervises**

Bookkeeper; Accounts Receivable Clerk; Accounts Payable Clerk; Cashier; Payroll Clerk