



CAROLINAS CHAPTER

CLUB MANAGEMENT
ASSOCIATION OF AMERICA

CAROLINAS CHAPTER JOB OPENING

CLUB **The Bald Head Island Club & Shoals Club**

LOCATION **Bald Head Island, NC**

POSITION FOR HIRE **Chief Financial Officer**

THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT THE BALD HEAD ISLAND CLUB & SHOALS CLUB

The Chief Financial Officer position at The Bald Head Island Club (BHIC) & Shoals Club (“THE CLUBS”) is an exciting opportunity to join a club brimming with southern hospitality and coastal charm surrounded by the natural beauty of one of North Carolina’s premier barrier islands. THE CLUBS is one of the leading resort destination clubs in the U.S. and this is a tremendous opportunity for a qualified candidate with a successful track record of exceptional leadership and financial operations management in private clubs, non-profits, or high-end establishments in the hospitality industry. The new CFO will be replacing a retiring predecessor who has been with The Bald Head Island Club for 19 years.

BHIC recently purchased the Shoals Club, which is located a short distance from BHIC and is situated just above the dunes and beach at the southernmost tip of North Carolina with a tremendous view of the actual Frying Pan Shoals. The Shoals Club has multiple dining venues, pool and beach access, and another fitness operation. With the merger of the two clubs’ operations, few clubs in America have comparable locations, views, and potential.

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

ABOUT THE CLUBS

The Clubs on Bald Head Island have one sole purpose: To Inspire Happiness with our Members. Everything we do and offer at the Club is for the enjoyment of our Members, and we Inspire Happiness by practicing our four core values everyday: Smile, Be Nice, Say Yes, and Solve Problems.

Bald Head Island Club

Minutes from Wilmington on the southernmost of North Carolina’s barrier islands, the Bald Head Island Club is accessible only by passenger ferry or private boat. With no cars and no crowds, Bald Head Island preserves the natural beauty and stress-free lifestyle of a simpler time. The island is blessed with fourteen miles of pristine beaches, thousands of acres of protected salt marshes, and a spectacular expanse of maritime forest. The island also boasts a non-profit animal conservancy, a historic lighthouse named Old Baldy, and spectacular views of the Atlantic.

The Club also vaunts a nationally ranked premier championship golf course, four distinct dining venues, including the Grille, the fine dining restaurant; the Terrace, an outdoor restaurant; the Palms, the craft-beer focused gastropub; and Horizons, their high-end coastal casual eatery. They also provide their

Members with a variety of recreational activities, including a newly renovated fitness center, Tennis courts, Pickleball, and Croquet, as well as a beautiful resort-style aquatics complex, complete with pool-side bars and fun play areas for all ages. Bald Head Island Club is a Private Club for Members and Registered Guest Members Only.

Shoals Club

Magnificently perched on the breathtaking dunes overlooking the Atlantic Ocean, the Shoals Club is a unique private beach club on the historic Frying Pan Shoals of Bald Head Island, built for the enjoyment of its Members and guests. With outstanding views of the legendary Cape Fear Point, the Shoals Club takes its name from the Frying Pan Shoals that extend some 20 miles from the sandy shores that houses the Club.

From the Club's spectacular vantage point, Members and their guests enjoy fine and casual dining; swimming in their crystal-clear saltwater pools; direct beach access, provided with chairs and umbrellas; a fitness and exercise room; and a host of fun and entertaining activities for children and adults alike. The Shoals Club is also host to private parties, weddings, and reunions, both for locals and those seeking an exotic destination getaway.

Vision

Position the Clubs on Bald Head Island as premier Atlantic Coast Clubs and top destination clubs in America, and become the premier employer of choice for hospitality, agronomy, culinary, golf, fitness, tennis, dining, and recreation in our region of the coastal Carolinas.

Mission

Inspire Happiness with our Members

Values | Smile | Be Nice | Say Yes | Solve Problems

THE CLUBS FACTS

- Approximately 1,600 members at Bald Head Island Club and 900 at Shoals Club, with approximately 250 living on the island year-round.
- \$44,000 for Full membership at Bald Head Island Club with just less than \$8,000 in annual dues | \$18,000 for Full membership at Shoals Club with just less than \$4,000 in annual dues.
- BHIC enjoys over \$20M in gross revenues and The Shoals Club generates approximately \$8M.
- Approximately \$5M in F&B revenue at BHIC, and approximately \$3M in F&B at The Shoals Club.
- Approximately 250 employees are expected at the height of the 2022 season at BHIC, and 100 at The Shoals Club. In the off-season, there are approximately 110 employees at BHIC and 25 at The Shoals.
- Approximately 28,000 rounds of golf are played annually.
- The Club provides some on and off island housing for seasonal staff, accommodating at present approximately 24 of the seasonal employees.
- BHIC is a 'not-for-profit' operation owned by its members.
- It is an approximate 20-minute ferry ride to and from Bald Head Island, with both members and staff using the same ferry service provider.
- The Club uses the Northstar system for its accounting and POS operation.

- The average age of members is approximately 50 years old with a strong trend downward with a significant number of younger families joining; and
- BHIC full membership is capped with a waiting list. The Shoal's Club is approaching a cap with a waiting list.

CLUB WEBSITE: www.bhiclub.net

CHIEF FINANCIAL OFFICER ROLE OVERVIEW

The Chief Financial Officer (CFO) Position provides the leadership, the management and vision necessary to ensure the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the company. The CFO should work closely with the CEO and the Management Team and perform specific tasks as requested by the CEO.

The position directly reports to the CEO and will supervise: Controller/Accountant, Payroll Manager, Accounting Clerk. The position will serve as the administrative liaison to all departments and their department managers. The chosen individual will serve as a true strategic partner who will be instrumental in taking THE CLUBS 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. We anticipate a late Summer 2022 start.

Key attributes, characteristics, and style of the successful new leader includes:

- Extensive knowledge of all accounting functions, preferably in a country club or environment.
- Excellent service skills and professional demeanor.
- Superior leadership and management skills; awareness of employee's needs in order to facilitate productivity and create a harmonious working environment.
- Data analysis and report preparation, using key industry benchmarks and resources.
- Demonstrated excellence in communication skills in English both written and verbal.
- Ability to interact professionally and maintain effective working relationships with supervisors, co-workers, and members.
- Demonstrated team and collaborative skills, and a history of creating a positive working environment.
- A history of proactive financial leadership and innovation with a 'solutions-minded' approach to his/her work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for, and indirectly supervises the preparation of all accounting reconciliations and the timely preparation and review of general ledger, trial balance and preliminary financial statements.
- Monitor multiple operating, reserve, and capital bank accounts.
- Review and approve the reconciliation of all banking items, e.g., loan payments.
- Monitor, update and transfer appropriate funds to maintain integrity of accounts.
- Review daily bank balances and advise on cash flow issues and review all cash disbursements.
- Review accounts receivable and assists as needed past due account collection procedures.
- Review interim and year-end audit preparation.
- Advise CEO and Treasurer if a material weakness could arise during the annual audit.

- Prepare audit papers as required for outside auditors. Review audit for accuracy and make recommendations to the auditors before the final report is issued.
- Ensure compliance with internal control policies; recommend improvements to existing processes and procedures.
- Review the preparation of applicable federal, state, and local tax returns from the outside accounting firm and appropriate for dissemination to the executive committee and other club committees.
- Ensure that all financial reports are submitted accurately and in a timely manner.
- Assist with the annual budget and development process, specifically working with the department heads to prepare preliminary operating and capital budgets and reports.
- Prepare working papers of operating, reserve, and capital budgets, working with the CEO and Department Heads to revise and adhere to budgetary guidelines.
- Prepare G&A departmental budgets and payroll related items.
- Provide continuing support and education to the Department Heads on budget development and variance reporting.
- Participate in the selection of the Club's insurance policies and monitor property and casualty insurance policies to ensure that assets of the Club are protected.
- Communicate and coordinate financial activities with the Treasurer and Finance Committee, and/or committee chairs and CEO.
- Attend Finance Committee meetings, Audit Committee meetings and other committee meetings when invited to be available to answer any financial questions they may have.
- Maintain relationship with bank to manage Club accounts, loans including but not limited to loan requirement as needed.
- Ensure that the CEO has all information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Conduct meetings with accounting staff and prepare reports for CEO.
- Lead accounting staff to ensure timely and relevant communication and teamwork on projects.
- Communicate with co-workers, management, and external constituencies (club members, vendors) in a courteous and professional manner.
- Abide by all Bald Head Island Club policies and regulations; ensure appropriate implementation of GAAP, federal and state regulations.
- Exhibit and maintain a respectful and professional demeanor to reflect a positive image of Bald Head Island Club.
- Perform other duties as assigned by the CEO/Treasurer or Executive Committee.
- Oversee the hiring, training, coaching of department employees within approved guidelines, and Club policies and in compliance with all governmental agencies.
- Make decisions according to established policies, procedures and regulations and applies these to work problems.
- Ensure contracts and checks are signed and distributed properly.

ESSENTIAL IT DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assist in the evaluation of the Accounting, POS and Pro Shop system or application performance
- User training for Accounting, POS and Pro Shop including ongoing support.

- Manage data processing and capital budgets. Approves all related invoices.
- Determine optimum software configurations for accounting workstations

CANDIDATE QUALIFICATIONS

- Individual should have a degree in accounting and preferably Hospitality Industry experience.
- Individual should be experienced in managing an Accounting and Finance Department.
- Individual should possess good communication skills both oral and written.
- Degree in Accounting or advanced degree preferred, as would be CPA certification.
- At least 10 years' financial experience, including controllership.

CLUB COVID REQUIREMENTS

The club does not require staff to be fully vaccinated as a provision of employment.

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. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to The Bald Head Island Club & Shoals Club search committee/Mr. David Sawyer, CEO and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career and why THE CLUBS and the North Carolina area will be beneficial to 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, June 24, 2022. Candidate selections will occur early July with first Interviews expected in Mid, July and second interviews a short time later. The new candidate should assume his/her role in mid/late August.

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.

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

If you have any questions, please email Katy Eliades: katy@kkandw.com.

Lead Search Executive:

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