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DIRECTOR OF FINANCE/CONTROLLER PROFILE: EKWANOK COUNTRY CLUB MANCHESTER, VT

DIRECTOR OF FINANCE/CONTROLLER AT EKWANOK COUNTRY CLUB

Located in the charming historic town of Manchester, Vermont—known for its stunning landscapes, thriving art scene, vibrant community, and high-quality educational system, an incredible opportunity awaits an innovative, collaborative, and proactive financial leader. This role is perfect for someone eager to define their position while working closely with the General Manager. Benefiting from guidance and mentoring from the Treasurer, the ideal candidate will employ their expertise to work in partnership with the GM on capital planning, establishing and meeting realistic operating budgets, and driving changes to establish best-in-class operating practices.

Technologically savvy, they will elevate systems and standard operating procedures (SOPs) to ensure seamless integration of labor management, cost control, budgeting, and more. This individual should be fully committed and enthusiastic about the opportunity, the unique location, and the historic Club with its prestigious membership, serving as a key financial thought partner to the General Manager and the leadership team.

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

ABOUT EKWANOK COUNTRY CLUB

Founded in 1899 as a golf club by a group of businessmen and golf enthusiasts, Ekwanok continues to operate primarily for the pleasure of the game. Named consistently by national magazines as the number one golf course in the state of Vermont and among the top classic golf courses in the country, Ekwanok prides itself on excellence in the challenge of play.

From the panoramic views of the eastern side of the Green Mountains, as the golfer plays down the first fairway to the spectacular views of Manchester's signature white church steeple from the top of the hill on number seven, it's hard to keep one's head down to play the game!

Ekwanok offers numerous activities in addition to championship golf, including four green clay tennis courts, multiple indoor and outdoor dining locations, social bridge competitions, multiple children's clinics, and croquet. The social aspect of the Club is best showcased in different events held throughout the season, ranging from special fine-dining events, traditional New England clambakes, a speaker series highlighting a variety of subjects of local and national interest, and special events such as Wine & Wickets.

Open from May to October, the club offers its members and their guests a wide variety of dining and social events. For both lunch and dinner, casual dining occurs in many locations inside and outside the Clubhouse.

MISSION STATEMENT:

Consistently provide a world-class golf experience, exceptional facilities, and the highest quality services to our members and guests. Preserve the culture and camaraderie of the membership. Strive to make a positive contribution to our community.

VISION STATEMENT:

Endeavor to continue to be the premier golf club in New England.

EKWANOK COUNTRY CLUB BY THE NUMBERS:

- 564 members in all categories
- \$50,000 Initiation fee
- \$8,500 Annual Operating dues
- Gross Volume: \$4.7M
- Annual Dues Volume: Approximately \$3M
- Gross Payroll: Approximately \$2.4M
- Approximately 12,000 Rounds of Golf annually
- 30 FTE Employees | 70 Seasonal Employees
- 13 Board members, variable terms
- Club POS & Payroll System is Jonas Encore
- Membership Average Age: 65
- 501C7 Tax-exempt club
- Clubhouse Seasonal Operations: May - October

EKWANOK COUNTRY CLUB WEBSITE: www.ekwanok.com

LIFE IN VERMONT

The position provides the successful candidate and their family the opportunity to fully embrace the relaxed and multifaceted Vermont lifestyle including:

- A community of like-minded people with a shared appreciation for the environment, each other's well-being, and individual points of view on local, national, and global issues. This results in friendly and safe communities. Vermont is ranked in the top ten safest states in the country.
- World-class education at the primary, secondary, and post-secondary levels, which includes free education at the esteemed Burr & Burton Academy. Vermont currently has the 4th highest annual per-pupil spending in the country and is considered the 4th most educated state.
- Year-round outdoor activities including hiking, biking, boating, fishing, and all forms of winter sports you can imagine.
- Farm-to-table food direct from local farms and accessible through local farmers' markets and CSA (Community Supported Agriculture) arrangements.
- Access to major metropolitan areas such as New York (4 hours) and Boston (3 hours) and Albany International Airport is just 90 minutes from Manchester.

DIRECTOR OF FINANCE/CONTROLLER - POSITION OVERVIEW

The Director of Finance/Controller will be a visionary, adaptable, and seasoned professional with a deep understanding of finance. This individual must be bright, intellectually curious, and dedicated to continuous learning. They should exhibit extraordinary attention to detail, disciplined thinking, and the ability to create and maintain financial structures, including charts of accounts and comprehensive operating and capital budgets.

Beyond technical expertise, this role demands a strong coach and educator who can effectively train and support cross-functional staff. Close collaboration with the General Manager is essential to foster and maintain a positive culture for staff and members. The Director of Finance/Controller will also work closely with department heads to ensure they understand their budgets, provide insightful feedback, and help them grasp the financial impact of their operations and the "why" behind the numbers. This approach includes supporting and educating team members who may be less familiar with financial concepts, ensuring they feel empowered and capable. A true team player is crucial for this role, someone who values collaboration and understands that the team's collective success is paramount. This individual will play a key role in preserving camaraderie and enhancing the overall experience for all members, focusing on maintaining the high standards expected in the golf environment.

The primary season of the club operations runs from early May through mid-to-late October. The remaining months (the "off-season") allow for a more relaxed work schedule. During this time the GM and senior staff can make a focused and thoughtful review of the past season's results and plan and strategize for the upcoming year.

KEY RESPONSIBILITIES:

FINANCIAL MANAGEMENT

- Supervise the accounting and financial reporting functions and directly partner with the General Manager and Treasurer on all strategic matters related to budget management, cost-benefit analysis, forecasting needs, and internal controls.
- Act as the on-site senior financial manager, reporting directly to the General Manager and Club Treasurer.
- Prepare and maintain accurate financial records, reports, and statements.
- Develop, establish, and administer procedures and systems for financial matters.
- Develop the annual operating budget, including ongoing monitoring of variances.
- Develop the annual capital spending budget; monitor and report on progress against the budget.
- Maintain the Club Asset Maintenance Plan, coordinating with Club Benchmarking to reflect asset additions and retirements.
- Prepare monthly financials for the General Manager and Treasurer for Board presentation.
- Safeguard all funds in bank accounts; ensure proper and accurate revenue deposits, supervise the drawing of checks, and review daily bank balances.
- Reconcile all balance sheet accounts every month.
- Prepare the annual audit and coordinate with external auditors.
- Maintain fixed asset schedules and prepare depreciation schedules for year-end.

ACCOUNTING & AUDITING

- Supervise the accounting team, ensuring efficient operation of financial processes.
- Develop policies to control and coordinate accounting, auditing, budgets, taxes, related activities, and records.
- Administer and oversee all Club's accounting, financial, and related operations.
- Conduct audits of club inventories across all departments.
- Continuously evaluate and enhance internal control procedures.
- File all necessary taxes (sales & use, dues, tobacco, other).

BUDGETING & FORECASTING

- Serve as a plan fiduciary and investment committee member for the Club's 401(k) retirement plan and maintain all plan asset records and documents.
- Gather financial management information and assist the General Manager in developing strategies and tactics to improve the Club's efficiency.
- Meet with managers and professionals to provide analytical support for departmental financials.
- Prepare financial statements, forecasts, and analyses for all bi-weekly payroll processing, compensation, and benefits administration.

RISK MANAGEMENT & COMPLIANCE

- Oversee the Club's risk management, computer system hardware, and software operations.
- Maintain compliance with all licenses.
- Evaluate and file all club contracts and leases.
- Gather information and assist the General Manager in making decisions about all insurance plans, including employee benefits.

CANDIDATE QUALIFICATIONS

- Experience as a Club Director of Finance and/or Controller.
- Excellent computer skills, including proficiency with accounting, financial reporting, payroll software, and Microsoft Office programs. Club software is a plus.
- Working knowledge of JONAS club software is a plus.
- Strong communication skills, both written and oral, and a proven ability to collaborate with cross-functional teams and work effectively with others.
- High degree of initiative and proven leadership qualities.
- Pays attention to details; able to think strategically.

- Working knowledge of tax laws & reporting, including income, real & personal property, sales & use, and payroll.
- Knowledge and experience with information technology, human resources, and risk management.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree in finance and/or accounting.
- CPA accreditation is a plus or the equivalent of a proven 7+ years of progressive experience in a financial management position that demonstrates primary functions, responsibilities, and qualifications.
- CHAE certification is a plus.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent performance bonus and benefits package, including HFTP membership and professional development.

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 attach when prompted during the online application process. Please be sure your image is not on your resume or cover letter. However, having your picture on your LinkedIn profile would be best.

Prepare a thoughtful cover letter addressed to Ekwanok Country Club General Manager/Lisa Wright. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why ECC and the Manchester, VT 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 Monday, September 23, 2024. Candidate selections will occur in late September, with the first Interviews expected in mid-October 2024 and the second interviews a short time later. The new candidate should assume their role in mid/late November.

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

“Last Name, First Name - Resume”

“Last Name, First Name - Cover Letter - Ekwanok”

(These documents should be in Word or PDF format)

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

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

If you have any questions, please email Bethany Taylor at bethany@kkandw.com.

Lead Search Executive:

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Search Executive

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