

CHIEF FINANCIAL OFFICER / CONTROLLER PROFILE: THE HARMONIE CLUB NEW YORK, NY

CHIEF FINANCIAL OFFICER/CONTROLLER AT THE HARMONIE CLUB

Are you a seasoned financial leader with a passion for tradition and excellence? The Harmonie Club, a beacon of tradition and modernity since 1852, seeks a visionary Chief Financial Officer/Controller to spearhead its fiscal operations. As the second oldest social club in the city, The Harmonie Club is not just a venue; it's a revered institution where members and their families indulge in superior dining, entertainment, engaging programs, and athletic facilities. The Harmonie Club's Beaux Arts building on East 60th Street is a testament to its commitment to preserving history while embracing the future. If you're driven by integrity, strategic thinking, and a collaborative spirit, join us in shaping the next chapter of The Harmonie Club's storied legacy.

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

ABOUT THE HARMONIE CLUB

A private social club, The Harmonie Club honors tradition while providing members and their families with superior contemporary dining and entertainment services, athletic facilities, and thought-provoking programs that foster relationships, camaraderie, and overall well-being.

The Harmonie Club prides itself on being a meaningful part of New York as the second oldest social club. Since its founding in 1852 by German Jewish immigrants, they continue to attract a membership comprised of the city's most accomplished and compelling people – today, the club is an equal parts social, educational, epicurean, and athletic club. The Harmonie Club is recognized as a Platinum Club of America | 5 Star Private Club by the Club Leaders Forum Advisory. The Club's athletic facilities include a modern fitness center, Steam rooms and dry sauna, a basketball court, 3-international squash courts, and an indoor swimming pool. Dining amenities include a beautiful oak-paneled dining room and casual bar and workspace.

Harmonie established its permanent home on East 60th Street, in 1905. The iconic Beaux Arts building befits the quality of New York City history and underscores the importance of the Club in New York Society today. The Harmonie Preservation Foundation supports the crucial restoration of this landmark Clubhouse, designed by the legendary Stanford White of the architectural firm McKim, Mead & White.

The club offers an array of services and amenities aimed at enhancing every aspect of our members' lives. A robust events calendar engages multi-generational membership with entertaining, intellectually stimulating, and social programs. Health and Wellness offerings such as squash instruction, swimming lessons, basketball coaching, boxing, and massage therapy cater to active lifestyles. A well-appointed barbershop offers grooming services par excellence. In addition to a la carte dining, culinary highlights include lobster nights, Sunday brunches, wine dinners, and theme dinners. All of this ensures that every visit to the Harmonie Club is a memorable and fulfilling experience.

THE HARMONIE CLUB BY THE NUMBERS:

- Members: 750
- Gross Revenue: approximately \$11.1M
- Initiation Fee: \$8,500
- Annual Dues: \$9,500
- Annual Dues Volume: approximately \$5.9M
- F&B Volume: approximately \$3.6M

- 30% a la carte 70% catering
- Gross Payroll: \$4.6M
- Approximately 14 Full-time Salaried Employees, approximately 80 hourly employees
- 12 Board Members with 3-year terms
- The Harmonie is an organized 501 (c)(7)
- Average Age of members is 65
- The Club uses Clubessential for accounting and POS

HARMONIE CLUB WEB SITE: www.harmonieclub.org

CHIEF FINANCIAL OFFICER/CONTROLLER OVERVIEW

The Chief Financial Officer reports to the General Manager and Board Treasurer. They manage and develop a 2-person staff in the accounting office. The incoming CFO/C will be a poised individual with an executive presence who will serve as right-hand to the General Manager. This CFO/C is “hands-on” with “Hospitality DNA” and understands that no job is too big or small, and everyone at the Club respects and supports cross-functional team members. They will be integral to the leadership team and a thought partner who brings sensitive and creative suggestions and solutions to challenges.

LEADERSHIP

- Teach. Share subject knowledge with employees who can then learn and benefit from fiscal understanding and, in turn, increase their productivity and accountability within their functions.
- Work closely with all department heads to develop annual budgets. Provide management and department heads with the necessary and timely data to operate their departments efficiently and economically.
- Present financial information to finance committees and Boards (Club and Foundation).
- Defend financial information and state-of-affairs when needed with data-backed tools to support the position and a confident presentation.

FINANCIAL OPERATIONS AND MANAGEMENT

- Oversee the financial operations of the Club.
- Create detailed cash flow projections.
- Develop and implement accounting and fiscal policies.
- Formulate accounting procedures to facilitate Club operations and provide financial statements to the General Manager, the Treasurer, the Board, and various Club committees.
- Prepare the club's monthly income statement, balance sheet, cash flow, and financial analyses.
- Develop annual budgets, forecasts, and metrics to gauge the Club's operating performance.
- Reconcile monthly ledgers, including payables, receivables, and bank accounts.
- Produce and review weekly operating food and beverage flash reports, including revenue, purchases, labor, and other expenses.
- Produce and maintain P&Ls for all banquet functions with a monthly recap report.
- Review and secure signatures for all Club checks.
- Manage all accounting technology, including the general ledger and POS system.
- Inform and advise department managers of the financial aspects of their responsibilities.
- Assure timely production of monthly membership billing and collection procedures and oversee banquet billing and collection procedures.
- Maintain compliance with laws and regulations governing private, not-for-profit clubs.
- Prepare a full report of the year's financial operations for presentation at the Club's Annual Meeting.
- Identify areas needing improvement in the financial operation and provide recommendations.

FINANCIAL REPORTING AND COMPLIANCE

- Generate annual audit schedules prior to the review; provide auditors with all requested information promptly.
- Prepare documents and requisite records for the annual audit.
- Review 990, 990 T, NYS CT-13 when prepared by the auditors and ensure timely submittal.

- Prepare and file annual Form 1099 and 1096 miscellaneous income forms.
- Prepare monthly sales tax returns and quarterly tax returns, including but not limited to 941, NYSUI, and Disability Insurance returns.
- Compile and prepare an annual operating budget, including committee and progressive capital budgets.
- Prepare monthly reconciliations for A/P, A/R, Bank Accounts and Investment Portfolio.
- Evaluate all insurance (liability, D/O, art, workers comp, disability, etc.) policies and recommend appropriate coverages.
- Regularly analyze Club records to determine the adherence to financial controls that the Club has established.
- Maintain timely files and pay monthly and quarterly NYS Sales Tax and Use Taxes.
- Submit and maintain necessary liquor and other licenses.

ADMINISTRATIVE AND HUMAN RESOURCES MANAGEMENT

- Maintain fundamental Human Resource administrative policies, including hiring procedures, annual updates, and employee records.
- Ensure compliance with all labor agencies (e.g., NLRB, EEOC).
- Secure master (original) copies of all labor contracts and agreements.
- Ensure holidays are applied properly for union employees and oversee the financial and HR aspects of the Club's union relationship.
- Oversee legal and regulatory compliance, insurance, and risk management. Manage HR and payroll functions, including benefits and tax payments, and ensure compliance with all federal, state, and city regulations.
- Maintain accounting and employee manuals. Ensure all permits (liquor license, health, and fire certifications, occupancy, etc.) are current and updated.
- Supervise a 2-member accounting team.

CONTRACT AND SUPPLIER

- Work with the General Manager and Club Treasurer to negotiate property/casualty insurance, energy, and other significant contracts to minimize the club's expenses.
- Spearhead annual insurance renewals, and bids, and assist GM with Local 6 negotiations.
- Oversee product purchasing and receiving procedures and systems with the Executive Chef.
- Maintain copies of all contracts with third-party suppliers and contractors.

INFORMATION TECHNOLOGY AND MEMBERSHIP MANAGEMENT

- Oversee the Club's IT functions; maintain the Club's accounting system
- Assess the Club's needs for modern technology to increase productivity and effectiveness and propose/implement solutions for the Club to become more current in this area.
- Respond to member inquiries, correspondence, and e-mails.
- Evaluate and oversee the operation of the Club's IT systems.
- Maintain membership records, update computer records, and inform the Officers of the Club of any significant changes.

OTHER

- Assist, as requested by the entities and approved by the Club, with the operation of the Harmonie Preservation Foundation, the independent 501(c)(3) charity sponsoring projects related to the Club's landmark building façade and supporting infrastructure

KEY ATTRIBUTES

- The highest standards of ethics and integrity.
- Leadership capabilities and high EQ.
- Thorough understanding of finance and accounting.
- Strategic thinking and natural "thought partner" style.
- Results driven.
- Business acumen with strong "dashboard" and KPI/metric focus.

- Decision-making ability.
- Fiscal management.
- Strong and naturally collaborative style. Loyalty and desire to be a leader at a historic club.

CANDIDATE QUALIFICATIONS

- Ability to understand and embrace the character of the Club and the interpersonal skills to communicate with and earn the confidence of its members.
- Deep experience and ability in budgeting, forecasting, strategic planning, and analysis. The ability to play a critical role in formulating and implementing budgets and strategic and operating plans.
- Appropriate administrative and operational experience.
- Demonstrated ability to mentor and lead employees and build practical and effective administrative processes.
- Experience with 501c7 non-profits.
- Experience working with unions and union negotiations.
- Proficiency in Club software for finance and accounting.
- Demonstrated strong oral, written, and interpersonal communication skills.
- Team-oriented and consistently meets deadlines.
- Influential leadership with the ability to mentor and lead others.
- Expected to participate and properly represent Harmonie in various industry organizations /associations.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree from a four-year college or university with a concentration in Finance or Accounting.
- A minimum of 5 years of progressive accounting experience at the controller or assistant controller level or equivalent in a club or similar operation.
- Hospitality/Club experience preferred.
- CPA a plus.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package including professional association membership. Salary Range: \$170,000 - \$200,000.

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 Harmonie Club Search Committee / Davina Weinstein, General Manager, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why HC and the New York City 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 May 21, 2024. Candidate selections will occur mid/late May with first Interviews expected in May 2024 and second interviews a short time later. The new candidate should assume their role in early/mid-July.

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

“Last Name, First Name - Resume” &

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

(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 Bethany Taylor: bethany@kkandw.com

Lead Search Executive:

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