



I. Position

Finance Director

II. Related Titles

Controller, Chief Financial Officer

III. Role Overview

The Finance Director position provides the leadership, management, and vision necessary to ensure the club has the proper operational controls, administrative and reporting procedures, and people systems to grow the organization and ensure financial strength and operating efficiency.

The position accomplishes this through a respectful, constructive, and energetic style guided by the club's objectives. The Finance Director should work closely with the General Manager and the Senior Management Team to perform specific tasks as requested by the General Manager. The Finance Director assists the Treasurer in performing duties of the Treasurer as specified in the club By-Laws. The Finance Director is responsible for financial planning, providing strategic leadership in the development, evaluation, and execution of short and long-term strategic objectives.

IV. KEY ATTRIBUTES

- Able to develop trust and financial credibility with both management and club governance
- Leadership with desire to mentor
- Strategic thinking and natural “thought partner” style
- Hands on and results driven
- Business acumen with strong “dashboard” and KPI/metric focus
- Decision-making ability
- Financial management
- Strong and naturally collaborative style
- Team-centric
- Inclusive and values diversity
- Systems and automation driven

V. Reports to

General Manager

VI. Supervises

Senior Accounting Manager, Membership / Billing Coordinator, Accounts Payable

VII. Candidate Specifications

- 7 – 10 years of progressive key financial leadership for an organization, preferably one in the hospitality industry, or possessive of a fundamental understanding of both non-profit organizations as well as the club industry.
- Experience with 501c7 and 501c3 non-for-profits
- Proficiency in information technology for finance and accounting in the hospitality industry
- Experience with construction and renovation projects
- Experience with commercial and retail leasing
- Experience with administration of 401k and defined benefit retirement plans
- Demonstrated strong oral, written and interpersonal communication skills
- Team-oriented and able to meet deadlines
- Charismatic, influential leadership with the ability to mentor and lead others



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VIII. Legal Affairs and Contract Management

- Create and sustain productive banking, insurance, and contractual relationships and serve as primary liaison with related third parties.
- Evaluate and oversee risk management and insurance issues.
- Lead and manage technology investments, policies, and contract vendors.
- Assess, create, and implement streamlined solutions to support operational effectiveness and provide timely and accurate reporting, reimbursements, etc.

IX. Educational and Certification Qualifications

- Bachelor's Degree from a four-year college or university with a concentration in Finance, Accounting, or Business
- 7-10 years of professional finance/accounting experience with 3+ years at a Controller level
- CHAE or CPA preferred

To apply, please forward cover letter and resume via email to apply@eastwardho.net.