

## Candidate Profile

Director of Finance / Controller  
Country Club of Fairfax  
Fairfax, VA 22030  
[www.ccfairfax.org](http://www.ccfairfax.org)



### Organization

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The Country Club of Fairfax, established in 1947 is a private, member-owned club providing exceptional family-oriented recreational and social facilities and activities. The Club's sole purpose is to ensure the optimum enjoyment of its members and guests to be the premier family-oriented Club in Northern Virginia. While the Club has strong traditions, it has a friendly forward-looking membership and is far from traditional. This is not your grandfather's country club!

The Club is fortunate to have a very gifted, knowledgeable, and dedicated staff, sharing the goal of exceeding member expectations. Members expect and receive a high level of service at the Club.

The Country Club of Fairfax is situated on a beautiful campus of 154 rolling acres in historic Fairfax Country. It is an oasis tucked away amidst a bustling and booming area of Northern Virginia. The Club offers its members a place to relax, socialize, and enjoy the outstanding food or play golf on the classically designed course designed by Arthur Hills. Members have many options for recreation and entertainment at a variety of offerings at the Club.

The Club's facilities boast a beautifully appointed recently renovated clubhouse which had a complete \$7.5m renovation in 2015 and features multiple casual and formal renovated dining rooms and several banquet and expanded outdoor patio dining areas. Other amenities include a new Golf Shop, Men's and Women's Locker rooms, a new Men's Grille, and a Ladies Lounge. Additionally, the Club has 11 indoor outdoor lighted Har-Tru courts and cushioned hard courts, three distinct outdoor pools, and a pool clubhouse. The Club offers members and guests a 2,500 square foot Wellness facility offering a range of services and a dedicated full-time staff. The facility even features an indoor full-swing and station for golfers and the wellness programs offer leading-edge fitness techniques within an enthusiastic and encouraging atmosphere.

The Club employs 82 full-time year-round employees with a total of 118 in peak season. Gross dollar volume at the Club is \$8.5 million with \$3.2 million in dues volume, \$1.9 million in food sales, and \$675,000 in beverage sales.

### Position Overview

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The Controller is the foundation of the Club's financial health and is the position that is relied upon by all parties including the General Manager, the management team, and the Board of Directors to assist in a successful operation. Maintaining accurate records is the basis of this position's product, however, timely and thoughtful analysis of financial results is key to making the proper impact on both short-term and long-term strategic decision making.

The successful Controller will be an energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image. The Director of Finance/Controller is discreet and behaves with a high degree of professionalism with a thorough understanding of finance, accounting, budgeting, and cost control principles including generally accepted accounting principles is essential.

Other competencies include:

- Strong management skills including planning, setting priorities, decision making, facilitating, process improvement, providing regular performance feedback, developing employee skills, and encouraging employee growth. Ability to use effective problem-solving skills and make independent decisions when circumstances warrant, and exhibit sound and accurate judgment.
- Ability to establish and maintain effective working relationships with all staff.
- An intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent written and oral communication skills. Must be able to communicate policies, procedures, regulations, reports, etc. to staff, members and guests.
- Must be able to follow instructions, respond to management direction, and solicit feedback to improve performance. Must be detail-oriented, able to prioritize, multi-task, and plan work activities, and use time effectively.
- Must have an excellent knowledge of computers. Has the skills and abilities to use Word, Excel, Clubessential, Outlook, the internet, and PowerPoint and Zoom. Knowledge of automated financial and accounting reporting systems.
- Must be able to work normal business hours and be available to work certain nights, weekends, as needed for certain Finance Committee and Board of Directors meetings.

## Duties and Responsibilities

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- Directs Financial operations of the Club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information. Evaluate operating results in terms of costs, budgets, policies of operation, trends, and increased profit possibilities.
- Prepares monthly trial balance and resulting financial statements for the Club along with required supporting schedules and other data necessary for financial reports and records.
- Formulates, receives, and recommends policy proposals for approval relating to accounting, auditing, the budget and cost control, preparation and payment of the payroll, tax matters, a compilation of statistics, and office methods and procedures when approved.
- Manages and conducts internal auditing programs to assure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares capital and operating budgets and financial forecasts in coordination with the various committees, departments, and General Manager. Analyzes financial information monitors budgeted versus actual expenditures and advises management about variances and their potential causes.
- Supports annual financial audit as the primary point of contact to external auditors.
- Manages the Club's hardware and software maintenance and development with a third-party IT support specialist and within budgeted guidelines.
- Develops the overall staffing plan for all areas of responsibility and facilitates the recruiting, interviewing, and hiring to recruit qualified and experienced staff for the accounting department.
- Prepares and verifies financial reports made to agencies and trade and professional organizations for which dissemination is consistent with Club policies.
- Directs, participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc.; Monitors to assure that procedures for effective receiving and storeroom control are in place and consistently used.
- Verifies that all insurance records for Club property are maintained. Manages claims with a third-party broker.
- Informs and advises other department heads regarding the financial aspects of their areas.
- Follows all standards required by all applicable federal, state, and/or other laws and regulations. Prepares and supervises preparation of applicable federal, state, and local tax returns.
- Coordinates closely with the Club's Treasurer through regular meetings and reporting. Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, Executive Committee, and other Club Committees.
- Administers the Club's 401K plan, basic human resource duties including employee benefits programs, and files annual 5500.

## Requirements

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- Bachelors Degree in Finance or a related field and experience that provides the required finance, knowledge, skills, and abilities. A CPA would be viewed as a plus, but not required as would a CHAE (Certified Hospitality Accounting Executive).

- Five-year minimum experience as a controller or similar position at a club or within a hospitality environment.
- Solid knowledge of GAAP and regulations
- A career path marked with stability and professional achievement.
- A person of exceptional character - motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.
- Proficiency in Club Essentials Management software preferred.
- The professional will be a lifelong learner continuing research and understanding industry trends.
- Excellent verbal and written skills.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, Paylocity, internet, and other software programs at a high level of proficiency.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

### Competitive Compensation & Benefits

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- Competitive compensation/salary, and an annual performance bonus.
- Medical, dental, life insurance, and paid vacation.
- Participation in the Club's 401(k) plan with club match.
- Professional dues and expenses in accordance with the annual budget for HFTP and CMAA if desired.
- Relocation assistance (if from outside the area).

To be considered for this outstanding opportunity all cover letters and resumes should be received by December 18th, preferably earlier.

Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter outlining their qualifications, experience, and interests along with their resume to:

GSI Executive Search  
Manny Gugliuzza, CCM, CCE  
[mannyg@gsiexecutivesearch.com](mailto:mannyg@gsiexecutivesearch.com)  
(732) 618-8665

This position is available immediately.