

## CANDIDATE PROFILE

### Director of Finance

The Brook

111 E.54th St. New York, NY 10022



## Organization

Established in 1903 by a distinguished group of influential individuals from various New York private clubs, The Brook stands as an emblem of prestige and exclusivity. Named after Alfred Lord Tennyson's enduring poem, "The Brook," whose lines "For men may come and men may go, but I go on forever." Its inception was marked by the resolve to never shutter its doors—a testament to perpetual conviviality. Though initially limited to a hundred men, its current membership exceeds 1,200, inclusive of 26 esteemed women, each joining by private invitation.

Designed in 1925 by Delano & Aldrich, architects renowned for crafting iconic landmarks, The Brook's edifice epitomizes timeless elegance, akin to the Union Club and Knickerbocker clubhouses. Its roster of past and present luminaries, includes Fred Astaire, Michael Bloomberg, John Jacob Astor IV, Henry Kissinger, William Vanderbilt II, and John F. Kennedy.

Today, The Brook remains a bastion of refined social engagement, offering a sanctuary for members to forge meaningful connections amidst a backdrop of unparalleled hospitality. A focal point of its offerings is a revered monthly speaker series, featuring distinguished members alongside a calendar brimming with exclusive events.

Nestled across five floors in midtown Manhattan with an outdoor terrace, The Brook boasts nine guest rooms on its upper levels. While its doors are open for weekday breakfast, lunch, and dinner, complemented by bar service throughout the day, weekends are reserved for curated member gatherings. Additionally, the club graciously closes its doors for August, allowing members and staff a moment of respite.

Additional information will be shared with seriously qualified candidates. This is truly a unique opportunity to be part of a one-of-a-kind club in New York City.

## Position Overview

The Director of Finance (DOF) is the foundation of The Brook's policies and financial health and is the position that is relied upon by all parties including the General Manager the Management team, and the Board of Governors to ensure the club has the proper controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure the financial strength and operation efficiency.

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 Director of Finance will be an energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image. The DOF 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.

Under the general guidance and direction of the GM and Finance Committee and within the limits of the Brook's policies and procedures, the DOF develops the strategic direction of the Finance Department and manages all financial aspects of the Club to maximize business potential and growth. The Director of Finance will optimize traditional finance planning and analysis, auditing, compliance, treasury, financial reporting, and DOF functions. The DOF will also develop transformative and automated processes/systems that have a positive impact on the business. This leader will identify inefficiencies within the business and promote effective cost management initiatives, streamline the procurement process, harness analytic insights, and build performance metrics and reporting for department heads. This position also requires handling customer inquiries and providing excellent customer service. This is a hands-on role that has a wide range of responsibilities in a stable business that continues to evolve and grow.

## Responsibilities

- Directs financial operations of the club. Maintains all accounting records and is responsible for the development, analysis, and interpretation of financial and accounting information.
- Evaluates 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, budget, and cost control, preparation and payment of the payroll for the executive management team's monthly payroll, and supervising the preparation and payment of other staff payroll. Tax matters, a compilation of statistics, and office methods and procedures when approved.
- Manages and conducts internal auditing programs to ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares budgets and financial forecasts in coordination with the various committees, departments, and GM. Analyzes financial information monitors budgeted versus actual expenditures and advises management about variances and their potential causes.
- Works with the Club's external auditors to ensure that procedures are consistent with club

policies.

- 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. Manages new employee orientation for the Accounting Department. Supervises the staffing, scheduling, training, and professional development of department managers.
- Directly participates in, and verifies the taking of various inventories for food, beverages, supplies, equipment, furnishings, etc. Monitors to ensure 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 the 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 the preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Governors, Finance Committee, Executive Committee, and other club committees.

## Attributes

- An outgoing and friendly personality with a high potential to identify with and embrace the club's unique culture.
- Highly energetic; a self-starter with a "hands-on" approach to management.
- A strong sense of service with proven staff development and training skills.
- Ability to establish and maintain effective working relationships with all staff. Teamwork is the foundation of the club's success.
- Resolves common problems and challenges regularly with high judgment.
- Determines the best method to achieve goals and maintains the flexibility to ensure effective delivery of work. Continuously delivers high-quality results and is resilient in the face of obstacles.
- Fosters a collaborative team spirit. Actively helps and supports others. Deals with conflict in a positive manner.
- Understands all the key departments and functions and how they work collectively to achieve larger goals. Provides advice, information, and direction to others to support the achievement of team and/or department goals. Recommends optimal approaches to address critical issues in the immediate and medium-term.
- 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.
- Provides exceptional member service and uses prompt and responsive follow-through. Ask questions to identify members' needs and/or expectations. Ability to respond effectively to the most sensitive inquiries or complaints.
- Able to work in a rapidly changing work environment. Must be able to adapt to changes, manage competing demands, and deal with frequent changes, delays, or unexpected events.
- Remain open to others' ideas and exhibit a willingness to try new things.
- Possesses a good sense of humor and the ability to enjoy their work.

## Requirements

- Bachelor's Degree in Finance or a related field and experience that provides the required finance, knowledge, skills, and abilities. CPA (Certified Public Accountant) certification is required.
- Five Years minimum experience as a DOF or similar position at a club or within a similar hospitality environment, resort, or hotel. An exceptional Assistant "rising star" with the proper training and mentorship would be considered.
- 5+ years of accounting experience in balance sheet reconciliation, accruals, G/L accounts, journal entries, variance analysis, preparing monthly financial reports, budgeting, bank reconciliations, preparing tax returns, annual audit preparation, forecasting, payroll, AR/AP, cash flow, policy, and process development
- 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.
- The professional will be a lifelong learner continuing research and understanding industry trends. Excellent verbal and written skills.
- Effective coaching/supervision/training of staff.
- The ability to operate a computer to enter, retrieve, or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, internet, and other software programs at a high level of proficiency. Strong working knowledge of Microsoft suite.
- Impeccable and verifiable references. All candidates will be subject to a thorough background check.

## Competitive Compensation

- Competitive compensation / salary and an annual performance bonus. Salary range \$160,000 to \$200,000
- Great Healthcare, Medical, Dental, and Life Insurance
- Paid time off and work/life balance
- Participation in the Club's employee contributory 401 (k) and employer contributory 401 (a).
- Professional dues, educational allowance expenses, and other expenses per the annual budget
- Relocation assistance (if from outside the area)

**To be considered for this outstanding opportunity all cover letters and resumes should be received as quickly as possible but no later than May 30, 2024. All information received will be kept in the strictness of confidence.**

**Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to Benjamin Attali, General Manager outlining their qualifications, experience, interests, and why The Brook and the New York, NY will be beneficial for you, your family, and your career along with their resume to:**



## Manny Gugliuzza, CCM, CCE

Principal



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