

CANDIDATE PROFILE

**Seven Lakes Golf & Tennis
Community**
Fort Myers, FL

www.sevenlakesassoc.com



Organization

Seven Lakes Golf and Tennis Community was started in the early 1970s by the Leisure Technology Corporation of Florida. The developers wanted the ideal locale for the perfect community and found it in the southern edge of Fort Myers. It was the perfect blend of convenience with nearby restaurants and shopping while being a safe and secure environment for the residents.

From the beginning, the concept of Seven Lakes was to offer a country club environment centered around an 18-hole golf course. This is reflected in the way the 1,096 housing units are built around the golf course, affording the residents course views. However, the developers added other amenities such as tennis courts, a pavilion with a multitude of leisure activities, swimming pools, and much more to ensure that Seven Lakes offered more than just golf. Once the community was completed, it was transferred over to the owners to manage and run through a Master Association. Over the years, Seven Lakes has thrived and won awards, such as the Florida Community of Excellence by adding new amenities and keeping the community well maintained.

Presently, Seven Lakes is financially stable and has completed a major renovation of their golf course and tennis courts, as well as upgraded the infrastructure by replacing the drainage system and resurfacing the roads. The owner-elected Board of Directors, who oversee the Community and the Association, and staff work closely together to make sure that Seven Lakes is run efficiently and that they have a long-term strategic plan to ensure that Seven Lakes is competitive and an attractive proposition for their residents.

Position Summary

Seven Lakes is seeking an individual to direct the financial operations of the Community. Supervise the accounting functions and directly assist the General Manager on all strategic matters relating to budget management, cost benefit analysis, forecasting needs, and internal control. Develop policies to control and coordinate accounting, auditing, budgets, taxes and related activities and records.

Develop, establish, and administer procedures and systems pertaining to financial matters. Adminstrate the preparation of financial statements, forecasts, and analyses for all administrative and managerial functions. Maintain all accounting records; develop, analyze, and interpret statistical and accounting information. Evaluate operating results for costs, revenues, budgets, policies of operation, trends, and increased profit possibilities. Serve as liaison to finance, insurance, and pension committees. Supervise the staffing, scheduling, training, and professional development of department members.

Responsibilities

- Formulates, receives, and recommends policy proposals relating to accounting and auditing, the budget, revenue and cost control procedures, preparation and payment of payrolls, tax matters, compilation of statistics, and office methods and procedures.
- Directs or prepares the monthly trial balance and resulting financial statements for the Association including the income statement, balance sheet, and statement of changes in financial condition along with required supporting schedules and other data necessary for financial reports and records.
- Manages and conducts internal auditing programs to help ensure that records are accurately maintained and that established policies and practices are satisfactorily and consistently followed.
- Prepares operating budgets and financial forecasts in coordination with the various committees, departments, and General Manager; analyzes financial information, monitors budgeted vs. actual expenditures and advises management about variances and their potential causes and recommends corrective action to help assure that budget goals are met.
- Directs and may participate in and verify the taking of inventories for beverages, food, supplies, equipment, furnishings, and other Association assets.
- Verifies that all insurance records for Community property are properly maintained.
- Reconciles monthly ledgers including receivables, payables, bank, and other asset accounts. Informs and advises other department managers about the financial aspects of their responsibilities.
- Prepares or supervises preparation of applicable federal, state, and local tax returns.
- Prepares accounting reports as necessary and appropriate for dissemination to the Board of Directors, the Executive Committee, and other Association committees.
- Selects, trains, supervises, schedules, and evaluates the Finance staff and the Business Office Coordinator.
- Attends monthly Board meetings and other meetings as required.
- Oversees the owners billing and collection procedures.
- Compiles, approves, and maintains credit applications for vendors.
- Manages assigned projects as they relate to the department and Association needs.
- Audits residents and guests' charges; checks cash sheets to assure that all receipts for residents' accounts have been posted.
- Safeguards all funds in bank accounts; assures that revenues are properly and correctly deposited and supervises the drawing of all checks.
- Maintains investment program and invests all excess funds on a timely basis to provide better cash flow.
- Monitors collection of past due accounts and acts according to established community policies and procedures.
- Interacts with the Community's external accounting firm and its auditors as necessary.
- Prepares a full report of the year's financial operations for presentation at the annual meeting.

- Works with the General Manager and department managers to plan and manage capital budgets and cash flow statements.
- Reconciles bank statements.
- Maintains necessary procedures for confidentiality relating to community and employee issues.
- Provides useful financial insights to help make better decisions about formulating and executing strategy for long-range planning of the Association and provides guidance and analysis to the General Manager and department managers to improve results.
- Maintains a system of accounts and keeps books and records on all transactions and assets.
- Reviews and analyzes monthly financial reports and management reports including income statement, balance sheet, budget and variance, projections and forecast, and cash flow.
- Manages payroll, using various tools and partnering with the payroll services company (Paylocity) employed by the Association.
- Works with managers to develop the annual budget.
- Assists in the annual bid process for all insurance renewals.
- Works with the Association's insurance agents regarding property and employee benefit insurances.
- Manages all contracts relating to finance and IT related services.
- Ensures that all financial transactions are processed accurately, in a timely manner, and in accordance with generally accepted accounting principles.
- Manages, oversees, processes (as appropriate), and acts as a backup for processing the following transactions: payroll, accounts payable, revenue and expense, fixed assets, cash, bank reconciliations, and allocations.
- Assists in issuing timely, accurate, and complete financial statements for all levels including the Board of Directors, General Manager, condominiums, and all departments.
- Assists in coordinating the preparation of the draft audited financial statements and all tax returns.
- Recommends and reports on benchmarks against which to measure organizational performance.
- Leads the production of cash flow reports, annual budget, and forecasts.
- Prepares and assists in developing audit schedules for the annual audit.
- Gathers needed information for the annual tax return.
- Oversees state registration filings.

Requirements

- Certified Hospitality Accounting Executive (CHAE) recommended.
- Certified Public Accountant (CPA) license preferred.
- Bachelor's degree in finance and/or accounting from a four-year college or university.
- Five to seven years of professional accounting experience with at least two of those years at the Controller level or equivalent in an association operation.
- Continuing education related to amendments and revisions to condominium accounting procedures is mandatory.
- Previous management and employee relations experience required.
- Excellent communication skills are essential, particularly in presenting the results of analyses to management and should have an outstanding knowledge of electronic spreadsheets.
- Experienced with financial accounting software applications such as Business Works, Customer A/R applications such as NorthStar, and spreadsheet applications such as Microsoft Excel.

Competitive Compensation & Benefits

- \$130,000 which includes the base and bonus
- 22 days PTO after 1 year and 27 days PTO after 5 years
- Insurance for Employee (Medical 90% paid by Seven Lakes) (Vision and Dental 100% paid by Seven Lakes)
- Insurance for Family (Medical 75% paid by Seven Lakes) (Vision and Dental 75% paid by Seven Lakes)
- 401K with 2% match.

Individuals who meet or exceed the established criteria detailed in this position profile and posting are encouraged to send both a cover letter and resume by January 25, 2024.



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