

CHIEF FINANCIAL OFFICER PROFILE: MEDINAH COUNTRY CLUB MEDINAH, IL

CHIEF FINANCIAL OFFICER OPPORTUNITY AT MEDINAH COUNTRY CLUB

An amazing opportunity exists for candidates with a successful track-record of leadership and exceptional financial operations management in private clubs or high end establishments in the hospitality industry. We are conducting the Chief Financial Officer search for Medinah Country Club, an extraordinary and historic private club just outside Chicago in Medinah, Illinois. This is an opportunity to grow the organization, with a focus on creating value and ensuring financial strength and operational efficiency.

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

MEDINAH COUNTRY CLUB

A history of hosting major tournaments, a tradition of incomparable golf, and a legacy of families coming together through the generations contribute to making Medinah Country Club a Platinum Club. Medinah is privileged to be among the esteemed list of clubs who are also honored with recognition by both the Platinum Clubs of America and Platinum Clubs of the World.

Medinah offers three world-renowned golf courses and the highest quality facilities and family-oriented amenities to both its members and honored guests. Other amenities offered are the 120,000-square foot clubhouse, 4 Tennis Courts, Family Swimming Pool, and Skeet & Trap Shooting Lodge. Completed in 2018 is a Golf Performance Center with three practice bays and simulators, two instruction bays, and a social gathering center. Also, the Club recently opened its Racquet Center with 4 Platform Tennis Courts, 4 Har-Tru Clay Courts and a Warming Hut. It is this commitment to excellence for over 90 years that sets Medinah Country Club apart.

The goal of the founders of Medinah Country Club was to build the best country club in North America. The storied history of the club centers around this commitment to excellence, a commitment enduring over 90 years. In the early 1920s the club's founders, a group of Shriner's from Chicago's Medinah Temple, sought to create a country retreat. The group was looking for rolling terrain, bountiful trees, and an ample water supply. They selected several parcels of land in an area then known as Meacham, in northern DuPage County, to build Chicago's finest private golf courses. Tom Bendelow, world-renowned Scottish course architect was retained to design the original three golf courses.

In September 1925, the Shriners enjoyed their first round of golf at Medinah on Course #1. In recent years, Rees Jones redesigned Course Three, Tom Doak redesigned Course One, and Tom Bendelow's Course Two was restored by Rees Jones in 2017.

Today, Medinah Country Club is recognized as the best golf course in Chicago and one of the finest private golf clubs in the United States and internationally. Medinah boasts a diverse and active membership - on the golf course and beyond.

MISSION STATEMENT

"Medinah Country Club commits to offering a world-class golf experience and the highest quality, family-oriented, private club amenities to its members and honored guests on a fiscally responsible basis."

CLUB PURPOSE

- Tradition
- Community
- Family values
- Championship Golf

NOTABLE EVENTS

- BMW Championship (2019)
- Ryder Cup (2012)
- PGA Championship (1999, 2006)
- U.S. Open (1949, 1975, 1990)
- U.S. Senior Open (1988)

MEDINAH COUNTRY CLUB BY THE NUMBERS:

- \$85,000 Initiation fee
- \$13,446 Annual dues (including capital dues)
- \$20M Gross volume
- \$7.5M Dues volume
- \$5.0M F&B volume
- 600 Golf (Regular) Members; 120 associate golf members and 260 in all other categories
- 380 Employees (FTE) in-season; 195 off-season
- 56.4 Average age of members

MEDINAH COUNTRY CLUB WEB SITE: www.medinahcc.org

CHIEF FINANCIAL OFFICER ROLE OVERVIEW

The Chief Financial Officer (CFO) Position provides the leadership, the management and vision necessary to ensure the company has the proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The position accomplishes this through a respectful, constructive and energetic style, guided by the objectives of the company. The CFO should work closely with the General Manager and the Management Team and perform specific tasks as requested by the Manager.

Supervises: Accounting staff (three full-time, year-round and three full-time, seasonal) and (one full-time, year-round) IT operations.

KEY ATTRIBUTES

- Leadership
- Strategic thinking and natural “thought partner” style
- Results driven
- Business acumen with strong “dashboard” and KPI/metric focus
- Decision-making ability
- Financial management
- Strong and naturally collaborative style

RESPONSIBILITIES

- Evaluates existing accounting department personnel structure and assists with hiring, training, performance coaching and disciplining department employees within approved Club HR policies and compliance with governmental agencies.
- Proactively prevents material weaknesses in the annual audit.
- Ensures that financial reports and tax forms are submitted accurately and in a timely manner.

- Directs and ensures the regular updating and maintenance of the procedures manual for Medinah Country Club.
- Issues monthly financial statements and other supporting schedules including a written analysis and projection of results in a timely manner.
- Maintains and evaluates the KPI “Dashboard” for MCC, continually looking for ways to improve data collection and therefore operating efficiency and results.
- Prepares operating, reserve and capital budgets, working with the Chief Operating Officer/General Manager and Department Heads to revise and adhere to budgetary guidelines.
- Prepares General & Administrative departmental budgets, forecasts and payroll related items.
- Provides continuing support and education to the Department Heads on budget development and variance reporting.
- Reviews and supervises the preparation of audit papers as required for outside auditors. Reviews audits for accuracy and makes recommendations to the auditors before the final report is issued.
- Provides necessary information for preparation of tax returns and reviews prepared tax returns for accuracy.
- Communicates and coordinates financial activities with the Board, Treasurer and Finance Committee and/or committee chairs. Is a key presenter and communicator of financial outcomes and projections in these meetings.
- Attends Board meetings, Finance Committee meetings, Planning Committee meetings, Audit Committee meetings and other committee meetings when invited to be available to answer any financial questions they may have.
- Reviews all cash disbursements and signs checks requiring dual signatures.
- Participates in the selection of the group health, dental, 401(k) and life insurance programs. Participates in the selection of the Club's insurance policies and monitors property and casualty insurance policies to ensure that assets of the Association are protected.
- Serves as Trustee for the Club's 401(k) retirement plan and maintains plan asset records and documents.
- Assists with evaluating computer software systems and applications for accounting, membership, point-of-sale, fixed assets and other departmental software as requested.
- Maintains relationship with bank to manage Club accounts, loans and similar club needs.
- Ensures that the GM/COO has information required to efficiently run the operation and is always informed to address the members professionally and with the correct information.
- Conforms with and abides by regulations, policies, work procedures and instructions.
- Exhibits and maintains a professional demeanor to reflect a positive image of Medinah Country Club.
- Performs other duties as assigned by the GM/COO.
- Continually enforce and actively adhere to Code of Professional Ethics as set by governing policies of the organization.

CANDIDATE SPECIFICATIONS

- 8 – 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.
- Ideally, possessive of a CPA certification.
- A strong and passionate financial leader with a proven track record of providing supportive, timely and accurate information.
- A person of extremely high integrity both professionally and personally.
- A proven “courageous thought partner” to organization leaders.
- A team player with a history of supporting and developing staff and consistently looking to improve their knowledge and financial acumen; a mentoring mindset is critical.
- An accomplished and analytical leader with an understanding of the “30,000 foot view” of club operations and vision as well as a solid understanding of day-to-day financial operations.

- A diplomatic and competent professional who is a ‘doer’ and take-charge person and who recognizes the importance of accountability.
- A creative problem solver who commands respect because of the way he/she interacts with others and lives up to his/her word and confidently puts forth recommendations to the GM/COO.
- Personally capable and comfortable with technology and incorporates its use, as appropriate in his/her everyday role, while never losing sight of the need for ‘high touch’ relations with members and associates.
- An individual who possesses a style and presence, in addition to personal and professional integrity, commensurate with the Medinah vision.
- A person who understands and effectively functions in a non-profit, volunteer, member-owned Board and Committee environment, who further recognizes the need to use these groups as sounding bodies, raising issues of a policy nature and offering alternatives in addition to pros and cons. Ultimately, an enthusiastic supporter of GM/COO and Board decisions and directives.
- Is armed with a high degree of creative, relevant and innovative ideas for the betterment of Medinah and its mission and vision.
- Decisive, committed, energized and passionate about Medinah and the role that he/she has assumed.
- Possessive of strong organizational skills and an obsession with covering the details necessary to consistently achieve high levels of accuracy.
- Experience in implementation of Club Systems is a plus.

EDUCATIONAL QUALIFICATIONS

A Bachelor’s degree in Accounting from a four-year college or university is required. A Master’s degree in business or related field, an MBA in finance would be a bonus.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. The club, along with the typical HFTP benefits, offers an excellent bonus and benefit package.

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.

Preparing a thoughtful letter of interest and alignment, clearly articulating your “fit” with the profile and the above noted expectations and requirements is necessary. Your letter should be addressed to Robert Sereci, General Manager/COO, and clearly articulate why you want to be considered for this position at this stage of your career and why Medinah Country Club and the greater Chicago area will likely be a fit for you, your family and the Club if selected.

Expressions of interest in this manner should be conveyed to our Firm no later than August 4th, 2018. Candidate selections will occur in August and interviews are expected to occur later that month. The eventually selected successful candidate would likely start in late October, but there is flexibility as needed.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter”

(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.

For directions on how to upload your resume and cover letter [visit this page](#).

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Patty Sprankle: patty@kkandw.com

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