



Director of Finance – Milwaukee Athletic Club

Reports to: Chief Operating Officer

Department: Executive

Direct Reports: Controller, Human Resources

Travel: Local (w/in Milwaukee metro area)

Classification: Exempt

Salary: Commensurate with experience

POSITION SUMMARY

The Director of Finance is responsible for providing consistent leadership in the financial area of the Club by focusing on the profitability of the business, maintaining accurate and timely financial reporting, and ensuring that internal controls are in place and routinely audited.

RESPONSIBILITIES:

- Work closely with the Chief Operating Officer and ownership to provide financial leadership for the organization
- Coordinate and oversee the management of general accounting functions and financial reporting in accordance with GAAP and Uniform System of Hospitality Accounting
- Direct the preparation and distribution of timely and accurate financial statements, operating, management and ad hoc reports required within and outside the organization
- Oversee daily and weekly reporting of revenue, payroll, inventory and other operational flash reporting
- Coordinate the completion of all forecasts and budgets as required, with the full and active participation of Executive Team and department managers
- Manage bank reconciliations
- Prepare and review adjusting entries timely and accurately
- Reconcile balance sheet accounts timely and accurately
- Lead the preparation of the annual budget
- Oversee integration between accounts payable system and general ledger software
- Oversee internal control procedures related to accounting, financial, human resource (payroll) and administrative systems
- Monitor and evaluate new GAAP pronouncements that may impact the company
- Identify recommended improvements to existing processes and controls
- Serve as assigned liaison to the member volunteer Finance Committee for communication and input
- Oversee contracts and long-term financial relationships for the Club
- Responsible for compliance with income taxes, property taxes, sales taxes and payroll taxes associated with all aspects of Club operations
- Establish working knowledge of Club Management Software for member billing and all Club financial transactions
- Operate as key partner within onsite senior leadership team along with Sales, Operations, Executive Chef, F&B Director and Athletic Director

COMPETENCIES:

- **Results Oriented** - Acts with a sense of urgency, desires to be challenged, loves the pursuit, proactive and creative problem solver, pushes for results and is determined to win.
- **Empathy** - Cares about others and puts them first (team members and members), values EQ over IQ, operates on trust (not fear), acts with the best interest of others in mind.
- **Team Player** - Loves the work, loves working together and collaborating, believes the whole is better than the sum of the parts.
- **Integrity** - Trusted, direct, truthful. Keeps confidences, admits mistakes and accepts responsibility. Is accountable and doesn't represent self for personal gain.

QUALIFICATIONS & REQUIREMENTS:

To perform the job successfully, an individual should possess the following qualifications:

- **Education**
 - Bachelor's degree in Accounting (CPA and/or MBA preferred)
- **Experience**
 - 7 to 10 years of related experience, preferably in hospitality industry at AAA 4- or 5-diamond property or equivalent top tier Membership Club with over \$10m annual revenue
 - 5 or more years of financial/accounting supervisory experience with the ability to coach, motivate and engage employees in a finance function
 - Experience with GAAP accounting and budgeting
 - Experience with accounting packages and software implementations
- **Skills**
 - Familiarity with Uniform System of Hospitality Accounting (USHA) systems
 - Advanced proficiency with Excel
 - Demonstrated project management experience
 - Excellent analytical and communications skills with the ability to convey complex information clearly and concisely to all levels within the Club, Management and to investors, as needed
 - Strong organizational and time management skills, with the ability to meet deadlines and deliver outcomes in a fast-paced, busy environment
 - Ability to use sound judgment to effectively solve problems within the scope of the position

The above statements reflect the primary functions of the role described and should not be construed as a detailed description of all the work requirements.

The Milwaukee Athletic Club (MAC) values and celebrates diversity in the workplace. The MAC seeks to attract, develop, and retain the highest quality team members. MAC is an Equal Opportunity Employer and is committed to building a culturally diverse workplace. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity or expression, age, height, weight, pregnancy, familial and marital status, veteran or military status, arrest record, national origin or ancestry, citizenship, religion, disability, genetic information or any other protected category.

As part of our EEO commitment, we will implement all applicable provisions of the Americans with Disabilities Act (ADA) and any equivalent state laws. We do not discriminate against any qualified applicant or employee with a known physical or mental disability in any employment practice including, but not limited to, hiring, promotion, job assignment, compensation, discipline, training and termination. We strongly encourage applications from female and minority candidates and others that will enhance our community. Relevant Military experience is considered for veterans and transitioning service men and women.