

CANDIDATE PROFILE

Accounting Manager
The Grove Club
College Grove, T N

www.groveliving.com



Organization

Nestled in the heart of College Grove, TN, The Grove is an epitome of luxury, leisure and community. With a myriad of amenities and a spectacular setting, The Grove presents itself as a captivating place to live and work. Boasting an 18-hole, par-72 golf course that has earned a reputation as one of the premier private golf courses in Tennessee, The Grove offers a golfing experience unlike any other. Meticulously maintained to tournament standards, the fairways are at tour heights, the greens roll at US Open speeds and the bunkers mirror those at the Tour Championship, creating an unparalleled golfing haven right in the heart of Nashville.

The heart of The Grove Living experience resides in The Manor House, an exquisite private clubhouse overlooking the Greg Norman Signature golf course. This opulent venue serves as a social hub, where members and their guests come together for exceptional dining experiences, gatherings, and revitalizing visits to The Rosemary Spa and the state-of-the-art fitness center. Whether indulging in fine dining with a rotating menu of seasonally inspired cuisine, enjoying a casual meal at The Bridge Bar in Magnolia Park or savoring alfresco dining at Trellis Dining near the main pools and tennis courts, The Grove leaves no culinary desire unfulfilled.

Beyond golf and dining, The Grove Living boasts an array of amenities that encompass all aspects of a rich and vibrant lifestyle. The Rosemary Spa offers rejuvenating therapies and nail services, while the resort-style pools provide a luxurious aquatic escape. The fitness center, staffed by certified fitness trainers, caters to members of all ages and fitness levels, ensuring a personalized approach to health and well-being. For racquet sports enthusiasts, The Grove presents an array of opportunities, from tennis to pickleball, with professional instruction and a range of playing options. Furthermore, the community's extensive parks, trails and equestrian services, in partnership with The Jaeckle Centre, offer a unique opportunity to connect with nature and experience the timeless tradition of horseback riding.

In the embrace of The Grove Living's lush surroundings and unmatched amenities, residents and visitors alike find themselves immersed in a world of relaxation, recreation and connection. Whether teeing off on the pristine golf course, indulging in sumptuous dining experiences, or engaging in an

array of wellness and leisure activities, The Grove Living Country Club presents a distinctive and extraordinary place to work and thrive.

The Grove by the Numbers:

- Annual Revenue: \$10.5M
- Food and Beverage Revenues: \$2.1M
- Number of Employees: 225
- Golf Rounds Annually: 27,000
- Number of Golf Holes: 18
- Number of Dining Restaurants and Seats: 4 venues / 301 seats

Position Overview

The Grove is currently seeking a self-motivated, detail-oriented professional to join their team as the Accounting Manager. This position will be responsible for the basic accounting functions of the company, including but not limited to general ledger maintenance, account reconciliations, month-end closing procedures and financial statement analysis and preparation. The ideal candidate not only possesses strong technical and accounting skills but also the soft skills necessary to work well with a team and across departments in a supportive role.

Responsibilities

- Maintain sub-ledgers of the Club's operating system (Jonas).
- Prepare schedules/reconciliations of various accounts.
- Calculate and record various departmental cost allocations.
- Assist with the preparation of monthly financial statements.
- Analyze/review monthly variances between actuals, budgets and forecasts.
- Account for real estate transactions, membership transfers and other unique transactions.
- Oversee/assist with accounts receivable, accounts payable and payroll functions.
- Assist with annual budgeting process; compile/consolidate departmental budgets.
- Review/sign weekly cash disbursements.
- Maintain and reconcile cash reserves weekly.
- Train/provide direction to Junior Accountant(s) as needed.
- Report accounting-related issues/updates in weekly Club operations meeting.
- Create/maintain accounting processes and procedures documentation.
- Assist CPAs with annual financial statement audits and preparation of tax returns.
- Assist with accurate compilation and preparation of Daily Forecasting Reports for the Club's P&L.
- Work closely with Home Office Accounting/Finance on month-end close and daily accounting/finance operations.
- Review (and prepare as needed) the month-end membership billing cycle, ensuring member statements are complete and accurate at month-end.
- Serve as liaison to the membership for billing inquiries, questions, etc.
- Ensure accurate coding and submission of AP by Junior Accountant for streamlined corporate treasury operations.

Requirements

- 3-5 years of general accounting experience
- Bachelor's degree in Accounting or a relevant field
- Effective problem-solving, critical thinking and decision-making skills
- Strong organizational skills and attention to detail
- Effective time management skills
- Strong verbal and written communication skills
- Intermediate or advanced knowledge of Microsoft Excel
- Ability to work well independently and with a team
- Ambition for continuous improvement
- Quick adaptability to/comprehension of new systems, processes and procedures
- Positive attitude
- Excellent analytical, organizational, interpersonal and communication skills, attention to detail, accuracy and deadlines
- Able to work well under pressure and balance multiple priorities and assignments
- Proven capabilities to lead and manage people and processes in a dynamic and changing environment
- Be able to provide direction and drive key initiatives
- Strong team-building skills including the ability to lead, cooperate, motivate and contribute as part of a team with representatives from multiple disciplines
- A person of exceptional character; motivated, energetic, friendly and dedicated to the profession
- Has a proven track record of showing empathy with members' needs and communicating policy in a positive manner
- Excellent verbal and written communication skills
- Must provide valid document(s) to work in the US

Preferred Skills

- 2-3 years of public accounting experience
- CPA license or candidacy
- Knowledge/experience using NetSuite and/or Jonas

Competitive Compensation

The Club offers an attractive and competitive compensation and benefits package that includes:

- Annual salary commensurate with qualifications and experience
- Annual incentive bonus program
- Health insurance coverage
- 401K once eligible
- Continued Education allowance
- Association dues

Professionals who meet or exceed the established criteria are encouraged to contact GSI Executive Search:

Note: Please mark - The Grove Club on the outside of your envelope or subject line if sent by email. Please send your cover letter and resume in PDF if sent by email. Thank you.



Scott McNett

Senior Principal



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GSI Executive Search has been serving the private club industry for thirty years, providing a wide range of executive search and placement services. In addition to GM searches that have been performed recently, GSI consultants have done over 100 GM searches around the US in the last two years.