

## **EXCLUSIVE JOB OPPORTUNITY**

### **DIRECTOR OF FINANCE & ADMINISTRATION**

#### **OVERVIEW:**

The Park Avenue Club, an established and successful 501(c)(7) private club with food and beverage operations located in Florham Park, NJ seeks an experienced, hands-on, team player to perform the varied functions of Director of Finance & Administration. This position reports to the Executive Director and serves at his direction to further the growth and success of the organization.

While there are a multitude of individual tasks to accomplish in each of the following, the major areas of responsibility are:

#### **Financial:**

- Plan, direct and coordinate all accounting operational functions
- Production of timely and accurate monthly and annual financial statements prepared in accordance with generally accepted accounting principles
- Prepare profitability projections
- Prepare cash flow projections and manage cash
- Coordinate and manage the budgeting process with the Executive Director and department heads and monitor compliance thereafter
- Assist the Executive Director in monitoring business performance metrics
- Negotiate and secure appropriate levels of property, casualty and other types of insurances to adequately protect the company's assets and mitigate risks
- Coordinate activities with external auditors
- Maintain proper accounting and internal control systems
- Maintain banking relationships and ensure compliance with all loan covenants
- Timely filing of Form 990 and other tax and regulatory filings and compliance with ABC and other laws and regulations

#### **Human Resources:**

- Maintain personnel and payroll records ensuring compliance with relevant laws/regulations
- Oversee the preparation of payrolls and ensure that tip share is properly computed and allocated in accordance with company policy and relevant laws/regulations
- Administer and manage all company medical, 401k and other benefit plans in compliance with company policy and relevant laws/regulations
- Review, maintain and assist in updating the company's employee handbook and in developing personnel related policies and procedures

**Legal:**

- Address legal issues emanating from any source and coordinate response/action with Executive Director and outside counsel
- Ensure compliance with provisions of contracts, lease agreements, banking and loan documents, real estate tax agreement, etc.
- Ensure compliance with ABC licensing and related regulations.

**Other:**

- Manage POS and accounting and all software and computer systems
- Ensure that all automated systems are secure, updated and efficiently operated
- Establish a schedule of future replacements of equipment, evaluate the efficiency/effectiveness of current software/systems and the ROI to replace them

**Qualifications:**

- 7+ years of experience performing the financial & legal responsibilities of this position
- 4+ years of experience performing the human resource and other responsibilities of this position
- Bachelor's degree in accounting, finance or related field

***Interested candidates should contact:***

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