



Beautifully situated on 84 acres in Aventura, Florida, Williams Island offers an exclusive, private way of life to those accustomed to the finest of things at one of South Florida's most prestigious addresses. Residents engage in an amenity-rich lifestyle here at The Florida Riviera.

Job Title: Director of Finance
Reports to: Chief Operations Officer
Location: Williams Island, Aventura, Florida 33160
Date Posted: 08/10/18

Director of Finance

The Renaissance of Williams Island Club and Community begins with its talented staff. As the leader of Finance, and IT at Williams Island our next Director of Finance will be a leader who understands the key to our success is making sound business decisions and providing the team with accurate, timely and pertinent trusted information to make key decisions for organizational success. Now is your chance to join our talented team of like-minded professionals here at Williams Island. Embark on your shared journey of making Williams Island the residence and club of choice in South Florida.

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JOB SUMMARY

The **Director of Finance** is responsible for the strategic leadership of the Accounting and IT team in managing the Williams Island POA policies, systems and processes as well as fiscal records, regulatory requirements, plans and procedures.

Responsibilities:

- Lead the team to approach all encounters with residents, members and employees in an attentive, respectful and service-oriented manner.
- Comply at all times with Williams Island standards and regulations to encourage safe and efficient POA/Clubs operations.
- Manage the External Audit, review and analyze results and recommend for approval the Audited Financial Statements.
- Manage the Cash Management function, including banking relationships.
- Develop and oversee the Internal Review function to ensure that finance and operations controls and policies are complied.
- Manage the Payroll function ensuring efficient systems, process and controls.
- Responsible for Financial Management Reporting for the company.
- Participate in continual improvement of the budgeting process through education of departmental managers on financial issues impacting their budgets.
- Be an advisor from the financial perspective on any contracts into which the corporation may enter.
- Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the POA Board of Directors and other senior executives in performing their responsibilities.
- Ensure financial management reporting tools and processes are in place to support the ongoing and future business needs
- Prepare monthly financial statements along with Key Performance Indicators and trends.
- Negotiate and collect members and residents accounts receivables, short sales, bank owned units, association owned and apartments for rental.
- Present monthly and year-to-date financials with accompanying analysis of results.
- Lead the annual business plan development and budgeting process.

Basic Qualifications

- Must possess working knowledge of IT systems related to club operations including Jonas and CertiPay.
- Must possess extensive knowledge and understanding of GAAP regulations, and a commitment to improving procedures, efficiency and accounting operations.
- Minimum of 10 years of relevant management and financial experience
- Detail oriented with strong organizational skills
- Strong written and verbal communication skills
- Strong analytical skills
- Ability to handle high volume work in a deadline driven environment

Education & Experience:

- CPA or Degree in Accounting/Business, and a minimum of 10 years of relevant management and financial experience.

Benefits:

- Competitive Pay, Medical, Dental, Vision, 401(k), Life, Short Term and Long Term Disability Plans
- Paid Vacation, Personal Days, Holidays