



CCG LLC

DIRECTOR of FINANCE

THE ORGANIZATION

Lake of the Woods (LOW) is a private, planned residential community of single-family homes located in the northeastern tip of Orange County, Virginia. LOW was developed in 1967 by Virginia Wildlife Clubs, a subsidiary of U.S. Land, Inc., and subsequently bought and developed by Boise Cascade Corporation. The Lake of the Woods Association, Inc. (LOWA) assumed ownership and control in 1972. LOW has since evolved into a community of permanent year-round residents, seasonal residents, and weekenders. A broad range of recreational, cultural, social, community service, and other activities are offered.

The LOW community covers approximately 2,600 acres with 4,260 lots (850 with lake frontage) distributed among 16 sections (many named after well-known southern plantations). The community has more than 41 miles of paved private roads.

As a private, gated community, LOWA provides contract security services 24 hours a day year-round. Lake of the Woods Volunteer Fire and Rescue, Inc., provides round-the-clock fire and medical transport services for LOW and northeastern Orange County, and is based inside LOW.

Founded primarily as a residential and recreational community, LOW offers nearly limitless opportunities for social/recreational activities and programs for members and their families. These activities include swimming and boating on the two lakes, a USGA golf course with pro shop and cafe, an equestrian center, two outdoor swimming pools, tennis courts, campground, a clubhouse with food service and space for social and community events, community center and numerous parks with ball fields) three youth soccer fields and a lighted baseball/softball field), basketball courts, horseshoe pits, playgrounds, and walking/fitness paths.

Every lot owner is a member of the Lake of the Woods Association, Inc. (LOWA), a homeowners' association governed by Virginia law and a seven-member, volunteer Board of Directors (BOD) elected at large from among the LOWA membership. Each lot owner is entitled to one vote in all elections. The BOD

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functions very much like a town council and is charged with the development of an annual budget and policies and strategies responsive to the changing needs of a growing community. Advisory committees staffed by volunteers from among the membership support the work of the BOD.

Covenants, by-laws, and regulations provide an orderly structure for the proper operation of the Association. LOWA members pay an annual assessment set by the BOD, which finances the operation and maintenance of all facilities and services and partially subsidizes amenity operations.

LOWA estimates that it processes annually between 20,000 and 30,000 cash receipt transactions through its point-of-sale systems, finance, and member services office. The total number of payment transactions processed annually is approximately five thousand (5,000) and total annual expenditure for operations and capital requirements total approximately \$15 million.

THE OPPORTUNITY

This position provides the opportunity to make a significant impact on this large community on both a day-to-day basis and its long-term strategic planning. In this highly visible position within the organization, the Director of Finance (DFIN) will report to the General Manager and interact directly and frequently with BOD. The DFIN will be responsible for a multi-functional team of twelve (12). Direct reports include the Controller, Human Resources Manager, Business Systems and Member Services.

POSITION OVERVIEW

As a key member of the Senior Management team, the DFIN will assume a strategic role in the overall management of LOWA. The DFIN will have primary day-to-day responsibility for planning, implementing, managing, and controlling all financial-related activities of LOWA. This will include direct responsibility for Accounting, Finance, Forecasting, Financial Reporting, Collections, Banking Relations, Reserve Financing and Strategic Planning.

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RESPONSIBILITIES

- Manage Assessment Coordinator/staff, Controller and Accounting Support and Receptionists, known collectively by the Association as the Accounting Department
- Responsible for coordinating the Annual Audit, evaluation of staffing needs, Annual Budget process
- Financial Budgeting, Data Analysis, Forecasting, and Reporting - Daily, Weekly, Monthly, Quarterly, Annually
- Accounting Operations Management - Day to Day Tactical Operations including Accounts Payable, Collections, Assessments, Payroll, Tax Reporting and Compliance, and Financial Statement Preparation
- Treasury and Risk Management - Cash, Financial Institution and Investment Management, Planning, and Forecasting, Business Insurance Renewal Administration, Compliance, Daily Claims Administration, and Support
- Business and Network Systems - Supervision, Planning, Administration, Training, Maintenance, and Security of Software Applications, Tools, and Network Equipment
- Reserve Fund Management and Tracking, Capital Project Tracking, and Annual Reserve Study Maintenance and Reporting
- Human Resources Administration and Oversight Including Onboarding, Training, Recruiting, Compensation, and Benefits
- Ongoing Membership Support Including Board Meetings, Goal Support, and Communications, Committee Meetings and Communications, Member Services Administration, Property Transfers, New Member Engagement, and Elections
- Operations and Capital Projects Implementation and Support Including New Project Management and Tracking, Policies, Procedures, Training, and Coordination
- Assist in special projects as assigned by the General Manager.

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QUALIFICATIONS

- 5 – 10+ years in progressively responsible financial leadership roles, preferable in similar HOA industry and/or real estate development, property management, and/or construction industry.
- BS degree in Accounting or Finance
- Master's degree in accounting or finance and/or CPA highly desirable
- Strong written and oral communications skills, as well as solid interpersonal, and presentation skills.
- Must have a strong working knowledge of Microsoft Office Suite and industry standard software packages.
- Must have a valid Virginia driver's license.
- Must pass a criminal background/financial check.

LOCATION & SCHEDULE

- Office in the Holcomb Building
- Must be accessible and available in the event of emergencies.
- Working hours may include weekends, holidays, evenings and nights
- Relocation assistance will be offered.

Contact:

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