



JOB TITLE: Chief Financial Officer

DIVISION: Corporate SUPERVISOR: CEO	DEPARTMENT: Administration CLASSIFICATION: Exempt; Full-Time
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American Resort Management, a full-service hospitality, and waterpark management company with over 100 years of combined experience is seeking an accomplished, enthusiastic, dynamic, and collaborative leader for the position of CFO at our Grand Prairie, Texas corporate office.

Our unprecedented growth is a result of successful partnerships and excellence in the guest experience; combined, these elements have not only allowed us to produce financial results that have exceeded our owners' expectations for return on investment but have also provided the platform for our commercial presence and expansion.

At American Resort Management, we embrace an environment that emphasizes motivation, empowerment, teamwork, fun, continuous improvement, and a passion for providing superior service.

JOB SUMMARY:

The Chief Financial Officer (CFO) is the senior financial executive of the company, responsible for the overall financial health, strategy, and integrity of the organization. The CFO will lead all aspects of accounting, financial planning and analysis, treasury, tax, and financial systems across a multi-property portfolio. The CFO serves as a key member of the executive leadership team, providing financial insight to support business decisions and operational excellence. The CFO combines deep hospitality financial acumen with broad corporate finance expertise.

This role spans multiple properties and jurisdictions, including governmental, tribal, private, and corporate ownership structures.

ESSENTIAL JOB RESPONSIBILITIES AND FUNCTIONS:

1. Strategic Financial Leadership

- Serve as a key advisor to the CEO on all financial matters, providing insight that shapes overall corporate strategy, growth initiatives, and long-term planning.
- Develop and execute the company's financial strategy in alignment with corporate objectives, whether oriented toward cash flow optimization, portfolio growth, or eventual disposition/exit.
- Lead long-range strategic and financial planning (3-5 year horizon), including scenario modeling for new property acquisitions and expansion.
- Evaluate and advise on management contracts, franchise/brand agreements, and third-party operating agreements, ensuring financial terms protect ARM interests.

2. Accounting, Controllership & Financial Reporting

- Oversee all corporate accounting operations, ensuring compliance with GAAP and relevant regulatory requirements.
- Ensure timely, accurate monthly, quarterly, and annual financial statements (consolidated and entity-level).
- Maintain robust internal controls and financial governance, minimizing risk of fraud, leakage, and reporting errors.
- Manage formation and ongoing support for all corporate entities and affiliates; monitor and manage Registered Agent notifications/action items to ensure all entities remain active/compliant.
- Oversee and manage (Systems Administration) all corporate financial management systems and ancillary third-party systems (e.g. M3, Purchasing Card Platform - Key2Purchase, Paymerang).
- Manage monthly client billing; ensure compliance with applicable contracts/agreements; monitor and respond to accounts receivable delinquencies.
- Review and approve corporate payroll calculations, including salaries, hourly wages, bonuses, commissions, overtime, and deductions.
- Through designated payroll processing agency (e.g. Paychex), manage year-end corporate payroll activities, including W-2s, 1099s (when applicable), and other required reporting.
- Oversee external audit relationships, coordinate annual audits, and manage relationships with outside accounting firms.
- Serve as Company 401k Plan Trustee and manage annual IRS 5500 filing for the plan.

3. Financial Planning & Analysis (FP&A)

- Direct the annual budgeting process across all corporate functions and related corporate affiliates.

- Build financial models and supporting cashflows to evaluate current operations, renovation ROI, capital projects, new outlet concepts, and property repositioning initiatives.

4. Treasury, Capital Markets & Liquidity Management

- Manage corporate treasury functions, including cash management, banking relationships, and liquidity planning across seasonal demand cycles typical of hospitality and corporate operations.
- Maintain and monitor compliance with loan covenants, lender reporting requirements, and reserve fund obligations.
- Monitor debt obligations and investment strategies.
- Optimize working capital.

5. Tax Strategy & Compliance

- Oversee and administer interval property tax strategy, filing, and audit including federal, state, and local tax compliance across multiple property jurisdictions.
- Coordinate and manage outside tax firm(s) engagement for corporate tax strategy and filing(s).
- Coordinate and manage all franchise tax submissions across multiple property jurisdictions.
- Through designated payroll processing agency (e.g. Paychex), coordinate corporate payroll tax filings and ensure timely payment of payroll taxes.
- Optimize tax structure in coordination with outside tax counsel/advisors.

6. Mergers, Acquisitions & Development

- Lead financial due diligence for potential management/consultant contract engagements or other portfolio expansions.
- Support disposition analysis and execution for underperforming or non-core contracts.
- Evaluate joint venture, partnership, and co-investment structures as growth vehicles.

7. Team Leadership & Organizational Development

- Build, mentor, and lead a high-performing finance and accounting organization across corporate and property levels.
- Monitor and manage/edit standardized financial policies, procedures, and reporting templates across the portfolio to ensure consistency and comparability.
- Foster a culture of financial discipline, accountability, and business partnership between finance and operations teams.
- Lead succession planning and professional development for the finance organization.
- Implement and optimize financial systems/technology (ERP, property management systems integration, business intelligence/reporting tools) to improve efficiency and data visibility.

QUALIFICATIONS:

- Exceptional strategic thinking with the ability to translate financial data into actionable business strategy.
- Strong executive presence and communication skills; ability to present complex financial information to varying audiences.
- Advanced proficiency in financial modeling, forecasting, and business intelligence tools.
- Strong knowledge of financial systems (e.g. M3, QuickBooks etc.) and hospitality-specific financial systems (e.g. Toast, Opera PMS integration).
- Advanced knowledge of MS Office applications (e.g. Excel, Word).
- Excellent negotiation skills for vendor, lender, and contract negotiations.
- High degree of integrity, discretion, and sound judgment in handling sensitive financial information.
- Ability to balance long-term strategic vision with hands-on operational involvement typical of hospitality finance leadership.
- Demonstrated ability to lead large, cross-functional teams across multiple locations.
- Strong financial acumen with experience managing multimillion-dollar budgets.

EDUCATION:

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field required.
- MBA or advanced degree strongly preferred.
- CPA license strongly preferred.

EXPERIENCE:

- Minimum 15+ years of progressive finance/accounting leadership experience, with at least 8-10 years in a senior financial leadership role (CFO, VP Finance, or equivalent).
- Significant experience within the hospitality, resort, hotel management, or leisure/travel industry required; multi-property or portfolio-level experience strongly preferred.
- Experience working with franchisors, management agreements, and ownership structures preferred.
- Prior experience managing lender relationships in a real estate or hospitality context.
- Track record of successfully leading finance teams through growth.

WORK ENVIRONMENT, SAFETY & EMERGENCY AWARENESS:

- Primarily office-based, with some travel required (10%; domestic; occasional weekend/holiday travel may be required given the seasonal and 24/7 nature of hospitality operations).
- Some flexibility required to accommodate meetings and property-level events outside standard business hours.
- Must follow all procedures and immediately report any incidents or injuries to the Director of Risk and Insurance; while on property site visits, incidents or injuries must also be reported to property manager(s) on duty.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to sit, stand, work at a computer and walk for extended periods of time during onsite, property visits.
- Bend Kneel, crouch, reach and twist as needed.
- Occasionally lifting, carrying, pushing, or pulling up to 50 pounds.

Please note: This job description serves as a guide for new associates to understand their role and what is necessary to fulfill the responsibilities of this position. It is not a complete list of every task that may be required in this job role. Job tasks may change from time to time, with or without notice, at the discretion of ARM, LLC, and Ownership. *ARM, LLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Selection is based on the candidates whose background, qualifications, and any preferences requested from the hiring manager that closely match the requirements for the job.*



I have read and understand the content contained in this job description and have addressed all questions or concerns related to the requirements of this position.

Candidate
Signature: _____ Date: _____

ARM Signature: _____ Date: _____