



ASSETS MANAGER

Salt River Community Golf Enterprises

JOB DESCRIPTION

Definition: Reports to and receives overall direction from the Salt River Community Golf Enterprises Board of Directors. Receives day to day operational direction from the Treasurer. Oversees all asset management and finance operations for the Salt River Community Golf Enterprise (the "Enterprise"), a division of the Salt River Pima-Maricopa Indian Community (SRPMIC). Responsible for the management agreement of the Talking Stick Golf Course and the business lease of the property. Develops and implements asset management strategies to assist in maximizing revenue opportunities for the Enterprise, lease property, and golf course. Monitors and maintains all Enterprise accounting, budgeting, and financial planning to ensure Enterprise compliance with acceptable accounting practices. Performs asset analysis, develops strategic plans, and serves as sole management. **This job class is treated as FLSA Exempt.**

Essential Functions: Essential functions may vary among positions and may include the following tasks, knowledge, skills, abilities, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be comprehensive listing of tasks performed by all positions in this classification.

Tasks:

1. **Management:** Provides general management of the property, assets and financial operations of the Salt River Community Golf Enterprises (the "Enterprise").
 - a. Oversees the Troon Management Agreement of the Talking Stick Golf Course.
 - b. Manages the Business Lease for the Enterprise.
 - c. Executes and accounts for all lease payments, lease administration and compliance with SRPMIC and Federal laws and regulations.
 - d. Prepares and manages the operational and capital budgets of the Enterprise.
 - e. Oversees the budget for the Talking Stick Golf Course under the Troon Management Agreement to ensure that funds are properly allocated and used and to ensure appropriate authorization is received on various transactions.
 - f. Prepares and presents monthly reports of work productivity to the Board of Directors at monthly board meetings.
 - g. At the direction of the Board of Directors makes presentations to the SRPMIC Community Council.
 - h. Consults and confers with Community government officials and personnel on matters affecting the Enterprise.
2. **Asset Analysis:** Conducts various analyses to be used in developing operational plans and profitability of current and future assets of the Enterprise.
 - a. Performs analytical reviews and trend analysis of products, services and club memberships for the Talking Stick Golf Course.
 - b. Monitors cash flow, distributions and investment projections to aid in determining highest and best use of assets and the feasibility of future growth for the Enterprise.
 - c. Develops financial summaries and asset management reports to the Board of Directors to aid in summarizing operational plan to be used in maximizing profitability of the golf course.
 - d. Oversees asset disposition process.
3. **Strategic Planning:** Establishes short and long range strategic business plan for the Enterprise to increase revenue generating opportunities.
 - a. Develops ways to maximize total returns for the Talking Stick Golf Course and Business Lease through analysis of industry trends, cost controls, efficiencies and identifying opportunity for improved performance.
 - b. Develops profit and loss statements; prepare pro-forma statements, balance sheets and financial prospectuses for the Board of Directors and Community Council that aid in giving predictions of future financial performance for the Enterprise.
 - c. Develops long term marketing strategy with annual marketing plans.
 - d. Completes and submits necessary financial documentation to appropriate stakeholders.

- e. Manages and tracks the performance of invested assets in keeping with the Capital Improvement Plan (CIP).
 - f. Conducts year end audits of financial statements.
 - g. Develops and provides plans for re-structuring of the Enterprise and its assets for presentation and consideration by the Board of Directors.
4. *Financial Management:* Ensures the financial and accounting systems and procedures are in place to support the year-round operation of the golf course and lease obligations of the Enterprise.
- a. Selects, develops and oversees the accounts, ledgers, financial systems and procedures for the facility ensuring compliance with appropriate standards such as Generally Accepted Accounting Principles (GAAP) and regulatory requirements.
 - b. Ensures financial controls are established and followed for the Enterprise including receipt of revenue, costs, budget management and actual expenditures.
 - c. Oversees all financial and event accounting and ensure expenditures are consistently aligned with operational, capital or event budgets.
 - d. Manages organization cash flow forecasting by working with the facility management team.
 - e. Interprets financial data and recommends changes to improve systems, procedures, controls, financial performance of the Enterprise and its assets.
 - f. Monitors and maintains thorough awareness of technical, commercial and financial issues related to the golf industry.
 - g. Works with and provides assistance to auditors performing internal and external audits of the Enterprise. Ensures the Enterprises compliance with all auditing requirements, addresses and corrects any findings.
5. *Administration:* Develops operating procedures for the Enterprise.
- a. Works closely with SRPMIC government officials and personnel to ensure compliance with all Community laws, regulations, policies and procedures, and protocol.
 - b. Provides day-to-day oversight of financial matters, public relations related to financial accountability, governmental relations and financial planning as required.
 - c. Creates and maintains operational and performance reports and budgetary tools to track the status of all assets, sales, projects and budgetary expenses.
 - d. Provides necessary assistance and oversight to ensure financial systems are properly established, internal controls and reporting methods are in place and correctly implemented.
 - e. Develops comprehensive economic, industry and competitor company analysis.
 - f. Establishes benchmarks for improving the effectiveness of financial reporting by utilizing industry benchmarks and best practices.
 - g. Assists in establishing, reviewing and updating all Financial Reporting internal control policies, practices and procedures.
 - h. Prepares and presents policy and procedural changes to the Board of Directors for review and approval.
 - i. Responsible for to administer all employment, benefit and retirement issues for the Enterprise.
6. *Miscellaneous:* Performs other job related duties as assigned by the Salt River Community Golf Enterprises Board of Directors.

Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of the history, culture, laws, rules, customs and traditions of the Salt River Pima-Maricopa Indian Community.
- Knowledge of laws, ordinances, rules, regulations and standards affecting development within the Community.
- Knowledge of the golf industry, golf course management, marketing, advertising, and operations.
- Knowledge of financial statements, comprehensive financial and accounting processes including principles and practices of general fund accounting, governmental accounting and GAAP accounting.
- Knowledge of GAAP, Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board.
- Knowledge of cash management principles and techniques, cash flow forecasting and treasury information systems.
- Knowledge of principles and practices of accounting and financial reporting.

- Knowledge of budget development, monitoring and reporting principles and practices.
- Skill using a personal computer, including related software programs such as MS Office and other routine office equipment.
- Skill establishing and maintaining effective working relationships with the Board of Directors, Troon Management and staff, SRPMIC officials and employees, Community Members and various government entities and outside organizations.
- Skill organizing and managing workflow to ensure timeliness of information.
- Skill communicating complex concepts and terms.
- Ability to develop a feasibility study.
- Ability to communicate effectively both verbally and in writing.
- Ability to prepare and present reports to the Board of Directors and Community Council.
- Ability to understand, interpret complex laws, regulations, policies, procedures and guidelines.
- Ability to work independently on multiple projects simultaneously.
- Ability to provide strong analytical and creative skills to find solutions to complex technical, financial and administrative problems.
- Ability to model investments using MS Excel and various software.
- Ability to exercise judgment and discretion regarding financial, statistical, and legal issues that may arise regarding various projects.

Qualifications:

- **Education and Experience:** A Bachelors degree from an accredited college or university in , Business Administration, Public Administration, Finance or a closely related field, AND a minimum of five (5) years experience in business development, asset management, accounting, finance and/or budgeting.
- **Equivalency:** Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.
- **Insurability:** Must possess and maintain a valid Arizona Driver's License and meet the SRPMIC insurance carrier requirements.
- **Special Requirements:** May be required to work beyond normal business hours including nights, weekends and holidays.
 - May be required to travel.