

DIRECTOR OF FINANCE

Grand Hyatt Indian Wells | Indian Wells, CA





Grand Hyatt Indian Wells Resort & Villas

An Indian Wells icon, transformed. Nestled in the heart of Greater Palm Springs, Grand Hyatt Indian Wells Resort & Villas is the ultimate year-round destination. Experience a stunning collection of newly refreshed rooms, suites, and villas, world-class dining and wellness offerings, nine sprawling pools, and the desert's most epic water park. Relax, play, and indulge on your terms.

[Villas](#) [Suites](#) [Rooms](#) [Dine](#) [Spa](#) [Water Park](#) [Recreation](#)

POSITION SUMMARY

Be part of our Finance team as Director of Finance at the Grand Hyatt Indian Wells Resort & Villas. Located in Greater Palm Springs, Grand Hyatt features 531 newly transformed luxury guestrooms, suites, casita-style villas, and two brand new Celebrity Chef food and beverage venues. Set within the perfect backdrop of scenic Indian Wells, this property is a destination favorite as it is positioned to take hospitality to a new level in the destination.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. As a member of the Leadership Committee, the Director of Finance has a highly visible role with exposure to senior and corporate leadership. This position reports to the hotel's General Manager. The Director of Finance plans organizes, directs, and controls the accounting and control function of the division, reports operational results, and provides financial support to hotel management.

The role of the hotel Director of Finance as the hotel's "Chief Financial Officer" can be categorized into four main areas of discipline as described below.

- **Financial Management:** oversight of generating accurate and reliable financial reports, data, and analysis, month-end financial close, forecasting/budgeting, internal/external audits, owner/corporate reporting, etc.
- **Operational Leadership:** cultivating finance talents and non-finance functional team leaders in financial literacy; prioritizing inclusion, diversity, and equity; colleague wellbeing; operational efficiency improvement; accountability, etc.
- **Internal Controls and Risk:** risk assessment and risk mitigation, maintaining internal controls and segregation of duties, keeping up with local legislation changes, contract/license/permit administration, etc.
- **Business Partner:** providing actionable analytical insights to maximize business results, providing financial perspectives and insights to support strategic decision-making, implementing processes, and partnering with the operational team to optimize the targeted results and track and measure the performances, etc.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Position partners with the Executive Chef in the oversight of our Purchasing Department (5pp).
- Direct reports: Finance Manager, Chief Accountant, Accounting Clerk, Information Technology Manager, Assistant Purchasing Director, Storeroom Attendant.
- Responsible for short and long-term planning and the management of the Accounting function.
- Participate in total hotel management as a member of the Hotel Leadership Committee.
- Manage and lead hotel on-site accounting functions to ensure proper fiscal management, timely and accurate reporting and analysis for the hotel. This responsibility also includes hotel financial planning, budgeting, accounting, and cash management.
- Assist in nurturing the important relationship with the owners. Be responsible for supervising and coordinating owner reporting as required. Provide custom reports, respond quickly to questions or requests, and attend meetings.
- Provide actionable analytical insights to maximize core business results, as well as forward-looking to enhance and revolutionize hotel performance and optimize stakeholder values in long-term strategies.
- Enable disciplined resource allocation to promote and enable smart and proactive decisions.
- Manage SOX compliance.
- Complete the year-end audit process. Review and approve all reconciliations and audit work papers. Coordinate external auditor visits, respond to auditor requests, approve any and all adjustments, reconcile the audit numbers to the property numbers, and approve the final audit.
- Prepare and review all monthly and annual financial statements. Investigate, review, and analyze the variance explanations, involving the department managers in this process. Take initiative to manage and troubleshoot for respective cost controls and revenue enhancement.
- Aid in the preparation and final review of the annual business plans.
- Supervise the Information Technology function. Additionally, have a sound understanding of the hotel's operational and back office systems as well as Microsoft Office products.
- Have a sound understanding of the forecasting system and the tools from Revenue Management. Review monthly and quarterly property financial forecasts. Assure that the forecast is attainable.
- Coach and counsel employees to reflect Hyatt service standards and procedures. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.
- Cultivate people leaders so that they are more enabled and accountable for advancing care for colleagues.
- Prioritize Inclusion, diversity, and equity.
- Monitor and keep up with organizational behavior and industry trends that create values.
- Maintain accountability for business strategic initiatives without compromising the core business values, relationships, and mission.
- Embrace change – technology-enabled management using collaboration tools to reduce manual work and new behavioral techniques to get the best out of the staff's talent.

QUALIFICATIONS

- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
- 6 years or more of progressive hotel Accounting experience.
- Renovation, pre-opening, reposition experience is preferred.
- Service-oriented style with professional presentation skills.
- Hospitality or Accounting degree is preferred.
- Must possess the following strengths: high energy, entrepreneurial spirit, motivational leader, effective communicator, effective in providing exceptional customer service, and ability to improve the bottom line.
- Clear, concise written and verbal communication skills in English.
- Must be an advanced user of Microsoft Word and Excel.
- Must have excellent organizational, interpersonal, and administrative skills.
- Maintain communications with Corporate Staff.

TOP PRIORITIES (first 30-60-90 days)

- Create meaningful connections with the leadership team and finance team.
- Earn ownership connection as well as stakeholder reporting and communication rhythm.
- Launch productivity initiative.
- Continue the development of the finance team.



John Brich

Global Head of Hotels & Resorts
SearchWide Global
info@searchwideglobal.com
Direct: 513.508.2809

If interested in learning more about this great opportunity, please send your resume to our SearchWide Global Executive, John Brich.

SearchWide Global is a full-service executive search firm primarily for companies in the travel, tourism and convention, and hotel and lodging industries. We specialize in C-Level, Director and Management level executive searches for companies ranging in size from Fortune 500 corporations to mid-sized public and private companies.