

An aerial photograph of a tropical resort, likely the Ocean Reef Community Association in North Key Largo, Florida. The image shows a large, curved swimming pool with a sandy beach area. There are several buildings, including a large multi-story structure with a blue roof, and a parking lot filled with cars. The resort is surrounded by lush greenery and palm trees. The ocean is visible in the background, with a clear blue sky and scattered white clouds.

VICE PRESIDENT

of Finance and Administration

OCEAN REEF COMMUNITY ASSOCIATION

North Key Largo, Florida



\$20M
OPERATING BUDGET

THE OPPORTUNITY

The Ocean Reef Community Association (ORCA) President is seeking an innovative, progressive, and dynamic Vice President (VP) of Finance and Administration to deliver exceptional financial, administrative, and information technology services to this premier residential community. For the role of VP of Finance and Administration, the President is seeking a candidate with strategic finance skills and experience in the oversight of IT services to enhance the organization's core businesses. In addition, the President is seeking a candidate with a broad base skillset and the experience necessary to manage administrative functions of the community association. The ideal candidate will display high-level strategic finance and creative thinking skills and have experience operating within a high-performance service delivery environment.

This is an extraordinary career opportunity to join one of the most world-renowned, charming, and beautiful small coastal communities in the United States. ORCA is located on the northernmost tip of Key Largo in the Florida Keys, nestled among 2,500 acres of secluded and lush tropics, and is home to a variety of residential real estate properties, including 1,700 waterfront estates, private homes, townhomes, and condominiums.

MISSION STATEMENT

“ To increase the desirability of living in the Ocean Reef community by maintaining the Ocean Reef community assets to the very highest standards, maintaining the beauty and architectural integrity of the community and providing incomparable services and security to Ocean Reef residents.”





THE OCEAN REEF COMMUNITY

The Ocean Reef Community is a place where generations of members gather to celebrate a Unique Way of Life. No detail has been overlooked in the planning of the Ocean Reef Community, and family members of all ages enjoy first-class facilities of the private Ocean Reef Club. Many members have decided that year-round living at “The Reef” is a perfect choice. Founded on the idea of gentility and the promise of a unique way of life, Ocean Reef has evolved into a small but sophisticated community with meaningful traditions, values, and a sense of belonging. It proudly features amenities and services that surpass imaginable expectations. These include a 175-slip marina; its own general aviation airport; three championship golf courses; over a dozen tennis courts; a spa, salon, and fitness center; an art league; a cultural center; multiple swimming pools; a lagoon; a fully staffed medical center; security, including marine patrol; a veterinarian; a water desalinization plant (producing almost two million gallons of clean water daily); banks; a chapel; and a gas station.

The Ocean Reef Community *continued*

There is also a school managed by The Academy at Ocean Reef, which serves students from Toddler (age 2) through 8th grade. The Academy provides academic excellence and has a simple and important mission – to allow children to spend more time in the Florida atmosphere with families. The children of ORCA employees can attend the Academy at a subsidized rate. Not only is Ocean Reef a favorite with families, it has been a chosen destination of many world leaders during its 74-year history. It has hosted numerous former U.S. Presidents and welcomed foreign Heads of State. Ocean Reef offers an exceptional level of privacy and personal security (the media is strictly denied access). The United States Secret Service has called Ocean Reef the most secure residential community in the entire United States. The shopping area is called the Fishing Village and provides many of the conveniences of a big city, offering numerous shops, boutiques, and services. Over a dozen options can be found for dining, snacking, watching sports, listening to music, dancing, and relaxing.

Within the Ocean Reef Community is the Ocean Reef Medical Center. Its staff includes four full-time physicians, and numerous visiting specialists, to address the needs of community members. A wellness program offers extensive preventive care and treatment of acute and chronic illnesses.





THE OCEAN REEF CULTURAL CENTER

The Ocean Reef Cultural Center offers an impressive variety of entertainment and educational events such as movies, musical performances, live theater, lectures, and special receptions. The Center is architecturally elegant and is home to a 300-seat theatre, a library, a museum, meeting rooms, a courtyard for outdoor receptions, and a spacious lobby for pre and post-show events.



BUCCANEER ISLAND

Buccaneer Island is in a beautiful lagoon adjacent to the Atlantic Ocean and surrounded by a white sandy beach. It is the community's hub for water sports, with two swimming pools, sailboats, kayaks, paddleboards, and myriad water toys available for everyone! Buccaneer Island is a favorite place for families!

The Ocean Reef Community *continued*

Boating and fishing are cornerstones of the Ocean Reef way of life. The surrounding waters of Key Largo are recognized as some of the best fishing grounds anywhere in the world. After just a 20-minute boat ride, members can be in the Atlantic Ocean's Gulfstream and enjoy deep sea fishing. Or they can enjoy "flats fishing" in the nearby bay waters and the many stunning mangrove-lined waterways. Snorkeling, scuba diving, and spearfishing are popular in the area. The water in the Florida Keys is crystal clear, and from the surface, one can see the bottom at depths of 30 feet or more! Key Largo is a popular tourist destination and calls itself the "Diving Capital of the World," as it boasts a living coral reef only a few miles offshore. The area is home to the John Pennekamp Coral Reef State Park, the Key Largo National Marine Sanctuary, and the U.S.S. Spiegel Grove. Ocean Reef offers a variety of residential real estate properties, including 1,700 waterfront estates, private homes, townhomes, and condominiums. ORCA staff live in nearby Key Largo and South Miami-Dade County, where prices can be significantly lower than Ocean Reef.

One can reach Ocean Reef by land, sea, and air. The Club has a 4,500-foot lighted runway, and on-site staff to provide chartering services. Miami International Airport is about one hour north by car while a little further at 1.5 hours driving time is the Fort Lauderdale/Hollywood International Airport. Cruising options leave from both the Port of Miami and Port Everglades in Fort Lauderdale. If you choose to drive to Ocean Reef, you will either cross into North Key Largo via the Card Sound Bridge and State Road (905A) or via Route 1 through Key Largo. Only one road enters the Community and everyone must pass through the guard gate. Arrival by water means travel through one of the canals or the main channel, which are all monitored electronically as well as observed through security boat patrols. In addition to on-site security, the Monroe County Sheriff's office has an Ocean Reef presence assigned to cover the community's needs.

Residents are proud of the work of The Ocean Reef Community Foundation and, most especially, of the willing support of its many members. All in all, Ocean Reef is a wonderful community, self-contained with a true hometown feel. The only time a traffic jam occurs is when four golf carts arrive at a 4-way stop at the same time! The club is simply a group of families who have achieved, contributed, and made their way in the world. Some live here year-round, but most come when they can.

HISTORY

The real history of Ocean Reef begins with the Dispatch Creek Fishing Camp. As of 1942, it was composed of a house with four cabins and some docks. Morris and Alice Baker of Minneapolis, MN, purchased the 40-acre fishing camp sight-unseen. By the end of the 1950s, they had increased their land holdings to about 1,300 acres. The Bakers had a vision. Channels were dredged, docks built, land filled, roads made, and finally, an inn with a coffee shop, gas station, and water tower added. An airport, with a landing strip of 2,000 feet was dedicated in May 1956. Ocean Reef was then accessible by land, sea, and air. Next came recreational facilities, villas, golf courses, and homes.

ORCA's predecessor, the Ocean Reef Improvement Association (ORIA), was formed over 50 years ago. In 1959 it became apparent that Ocean Reef had grown from the modest fishing camp established in 1945 to a small town in need of management. ORIA, then an association of volunteer members with one paid employee, stepped in to establish and oversee all "city-type" services. In 1985, the approximate 2,000 Ocean Reef property owners took over the responsibility of ORIA. ORIA and the Club joined forces to convince residents of the advantages of governing themselves. In 1986, ORIA, (now named ORCA) took on the Security, Fire Department, Roads, Bridges, Landscaping, Public Area Design, and the Telephone Directory functions.

1992 marked the arrival of the devastating Hurricane Andrew. The storm hit Ocean Reef hard, and in its aftermath, ORCA Board members were able to reach an agreement with owner Carl Lindner to purchase the Club. This game changing agreement gave the homeowners control of both their community and their club.



History *continued*

1993 marked a year of changes and improvements. It was decided that Ocean Reef should have a new look. Landscape Architect Raymond Jungles was hired to create a master plan for landscaping, signage, lighting, and other valuable aesthetic changes. In 1994 ORCA created the North Key Largo Utility Corporation (NKLUC), which bought the sewage treatment plant that had been previously owned by the Club. The utility floated a \$3 million bond for the plant's purchase and upgrade.

In recent years ORCA has become a true community association. In addition to its chief responsibilities in the areas of Public Safety and Public Works, ORCA manages and assists a sizable number of diverse groups. These include the: Volunteer Fire Department, Grayvik Animal Care Center (home of ORCAT), Ocean Reef Political Action Committee (ORPAC), North Key Largo Utility Corporation (NKLUC), the newly reconstructed Reverse Osmosis System (ROS), and the popular Ocean Reef Dog Park.



THE POSITION

The Vice President of Finance and Administration is an at-will position, reporting directly to the President and is responsible for approximately seven full-time finance and IT employees, and an ORCA operating budget of \$20 million. Top candidates for this challenging leadership role must thrive in a robust, fast-paced, and complex environment. This position is the top financial advisor for the organization and has the responsibility for finance, administration, and IT related activities. The VP of Finance and Administration is an integral part of the ORCA's Senior Management Team and has substantial interface with all other areas of the organization providing assistance on financial, IT, and other administrative matters.

Key duties and responsibilities include, but are not limited to:

- Participates in the development and implementation of the fiscal and IT related policies and procedures and coordinates the work necessary to implement and carry out established policies and procedures;
- Coordinates preparation and administration of the overall ORCA budget, including monitoring the overall budget;
- Estimates and monitors revenues and expenditures for submission to the President;
- Manages capital needs and funding;
- Oversees and manages accounting and financial services activities, including accounts payable, accounts receivable, and payroll; oversees and participates in the preparation of varied financial reports;
- Directs the audit of all financial transactions and expenditure of appropriated funds;
- Oversees, reviews, and analyzes ORCA's information technology services in conjunction with the organization's information technology system consultants; recommends selection of hardware, firmware, and software; oversees the development and training for users;
- Prepares or assists departments in preparation of Requests for Proposals; reviews and distributes Requests for Proposals;
- Coordinates and overseeing insurance renewals;
- Manages and administers grants;
- Manages financials for the North Key Largo Utility Corporation (NKLUC). Manages NKLUC's Capital Credit Program and ensures proper recordkeeping and payouts are made in accordance with applicable law.
- Conducts a variety of special studies and audits; analyzes financial data and presents it in a meaningful manner;
- Provides professional advice, consultation, and financial executive level input to the President and Department Directors on accounting and internal control policies and procedures;
- Supports the Finance and Audit Committee; prepares agenda items; presents financials during committee meetings; and
- Provides support and analysis for Board of Directors Board meetings.

THE IDEAL CANDIDATE

ORCA's Vice President of Finance and Administration must not only be experienced and qualified but also possess certain traits that will be essential for success:

- First and foremost, the VP of Finance and Administration must be technically competent and provide solid recommendations to the President and Board regarding ORCA's financial decisions;
- Advanced skill level in budgeting and strategic planning with strong knowledge of performance benchmarks;
- An impeccable foundation of ethics must guide the successful candidate. The VP of Finance and Administration must have unquestionable personal integrity in his or her commitment to manage ORCA's finances;
- Strong leadership and management abilities that support transformational efforts. Ability to build trust in a team environment and drive continuous improvement of processes; and
- All ORCA operations will interface with the person selected to serve in this position. Therefore, it is imperative that the next VP of Finance and Administration have excellent interpersonal skills and an ability to work in a collaborative environment.

The ideal candidate will need to possess strong communication skills and can make effective presentations that provide non-finance audiences the ability to understand complex finance issues. The top candidate will be a strategically oriented, self-assured individual with the ability to exercise a high degree of common sense and sound judgment.

The ideal candidate should have expertise in finance and will need to demonstrate exceptional financial acumen combined with strong leadership and management skills. The successful candidate will be comfortable working in a "hands-on" environment with experience in developing internal procedures and updating, as appropriate, to address needs. This person will have a positive, collaborative leadership approach to problem-solving on an organization-wide basis and have a vision for developing and implementing strategies that will continue to improve the effectiveness and efficiencies of all ORCA operations.



QUALIFYING EXPERIENCE AND EDUCATION

Education: A Bachelor's degree from an accredited college or university with major course work in accounting, public or business administration, or a related field. A Master's degree from an accredited college or university is preferred. CPA is desired but not required.

Experience: Ten years of increasingly responsible experience in city government, community associations, or private finance administration.

Emergency Management: Knowledge of and/or experience with FEMA disaster preparedness (Hurricanes) and disaster recovery policies and procedures are a plus.

Licenses/Certificates: Must possess or be able to obtain the Florida Community Association Manager (CAM) license within six months of employment and must maintain an active license throughout your tenure.

Residency: Appointment to this position does not require residency within the ORCA community.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

Amenities



Airport



Marina



Golf



Tennis



Dining



Fitness Center



BY LAND, BY SEA, BY AIR

ORCA | Vice President of Finance and Administration

EXECUTIVE COMPENSATION

A competitive compensation package will be offered for this at-will executive position, including an excellent benefits package with bonus potential, relocation assistance, and retirement. Specific terms and conditions of a hiring agreement will be negotiated with the selected candidate.

THE SELECTION PROCESS

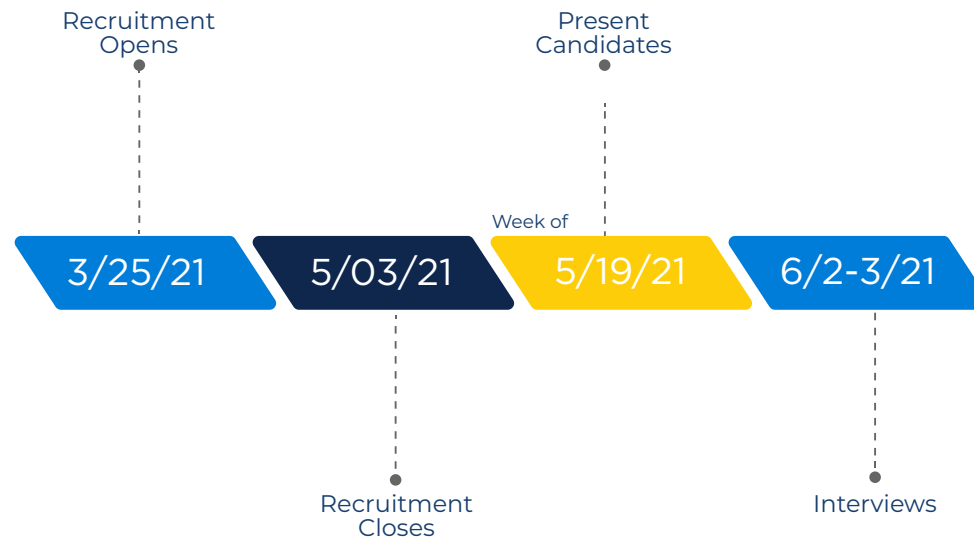
This is a **highly confidential** process throughout the recruitment and evaluation stage. References will not be contacted until mutual interest has been established, and confidentiality will be maintained until the final candidate is selected.

To be considered, candidates should apply by **Monday, May 3, 2021** by submitting a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com. **This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration.** Only a select few – the most highly qualified candidates – will be invited to interview. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

CONFIDENTIALITY

This recruitment **does not** incorporate existing sunshine rules and regulations that govern public sector recruitments in the State of Florida.

VICE PRESIDENT of Finance and Administration RECRUITMENT TIMELINE





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