



TITLE OF JOB: Controller

LOCATION: Open

POSTED: June 2021

SUMMARY:

A dynamic growing franchise group requires controller with strong financial and business acumen, coupled with a demonstrated record of accomplishment and leadership development necessary to foster the growth of the organization. This individual must have past successes in a multi-unit arena preferably in the service or retail industries. Must be able to execute the tactical components of all areas of the finance function such as accounting, budgeting, external financial audit, and financial reporting. She/he must have solid communication, technology, analytical and management skills. Candidates should possess knowledge of all aspects of generally accepted accounting principles (GAAP).

RESPONSIBILITIES:

The controller role will work closely with the leadership team, reporting to the President, to act as their tactical and strategic financial business advisor and manage all financial/accounting related aspects of the business. This includes all organizational responsibilities relating to F&A, including cash management, forecasting and budgeting, company spending and profitability, overseeing and liaising with external accounting firm that performs most accounting functions on behalf of company, managing external financial audit, and more. Must maintain high standards of ethics, integrity, and honesty.

- Planning, directing and coordinating all accounting operational functions
- Ensure timely, accurate and efficient financial close through adherence to month-end, quarter-end, and year-end closing procedures and processes
- Managing the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results
- Ensures required financial reporting, pro-forma reporting and any other required analyses are complete, accurate and timely.
- Guides financial decisions by establishing, monitoring, enforcing and maintaining policies and procedures.
- Ensure accurate maintenance of bank account, balance, bank/Treasury systems and bank cost information.
- Manages the integrity, accuracy and timeliness of the forecasting process
- Oversight/Management of the daily cash flow forecasting and analysis and execution of daily funding decisions.
- Support the maintenance of cash management policies and procedures to ensure changing business requirements are met as well as adherence banking regulations
- Knowledge of lease and lease accounting
- Coordinating and preparing internal and external financial statements
- Coordinating activities of external auditors
- Providing management with information vital to the decision-making process
- Managing the budget process
- Managing the Payroll system
- Assessing current accounting operations, offering recommendations for improvement and implementing new processes
- Evaluating accounting and internal control systems
- Evaluating the effectiveness of accounting software and supporting database, as needed
- Developing and monitoring business performance metrics
- Overseeing regulatory reporting, frequently including tax planning and compliance
- Hiring, training and retaining skilled accounting staff
- Develop and implement internal control policies and procedures

REQUIREMENTS:

7-10 years of experience within the multi-unit restaurant/hospitality or retail industries with 5 in a managerial role. Prior track record of success with building and driving a finance team. Must have leadership providing clear understanding of the business as a whole and systemic approach to problem solving. • Excellent working knowledge of GAAP rules required.

EDUCATION: Bachelor's Degree in Accounting or Finance required. CPA preferred

SALARY & BENEFITS: A competitive Salary and Bonus will be commensurate with experience, and benefits.

FOR POSITION REQUIREMENTS AND SPECIFICATIONS PLEASE CONTACT:

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