



Title of Job: Controller

LOCATION: Atlanta

POSTED: January 2022

SUMMARY:

Privately held QSR Franchisee is seeking an accounting leader responsible for the preparation of all financial reporting, budgeting, forecasting and financial modeling analysis for executive management and the operating team. This position will provide analytical and decision support material to required stakeholders and identify opportunities to enhance profitability throughout the system. To establish, communicate and implement defined standards on financial systems and controls for the existing business and for future growth. To serve as supportive liaison to the field to provide accurate information and direction in a timely manner to enhance profitability.

RESPONSIBILITIES:

- Oversee all accounting operations for seven franchisee owned restaurants; duties include month- end close, manage general ledger, accounts payable, balance sheet analysis and bank reconciliations
- Manage the accumulation and consolidating of all financial data necessary for an accurate accounting
- Perform daily reconciliation of store cash and credit card activity, including 3rd party delivery transactions from Uber Eats, PostMates, Grub Hub and DoorDash.
- Provide regular review and analysis of balance sheets and income statement accounts
- Manage property and business/workers comp insurance policies, including annual audits
- Analyze and review potential restaurant financial information for possible acquisitions
- Coordinate startup operations with the Owner Operator to facilitate the opening of new locations.
- Manage the completion and filing of monthly Sales and Use Tax reports for multi-unit restaurants in Georgia
- Prepare and file Property Tax returns
- Maintain fixed asset listings
- Calculate and report bi-monthly royalties and marketing fees to corporate headquarters
- Manage various deposits and transfers between property accounts and operating accounts
- Assess current accounting operations, offer recommendations for improvement, and implement new processes
- Evaluate the effectiveness of accounting software and supporting database, as needed
- Consult with CPA regarding tax planning and compliance
- Coordinate annual Summit meeting
- Daily cash reporting/balancing credit cash income
- Budgeting/Proformas
- Improve profitability of the organization through better use of systems, procedures and assets.

REQUIREMENTS:

The successful candidate will be able to drive the budgeting and forecasting process and be detail oriented. This person must have the ability to analyze data and present it in a usable format. The ideal candidate will develop, interpret and implement financial concepts for financial planning, analysis and control, including forecasting and reporting. This person will also be a team player that can freely exchange ideas with other staff members. Excellent communication skills (both written and verbal), strong critical reasoning, problem solving and analytical skills are also essential.

Restaurant experience is preferred. Candidate must have a minimum of five years' experience in finance and accounting. The candidate must also possess strong PC skills including expertise with relevant advanced financial systems/applications, financial modeling, word processing and spreadsheet applications (i.e., Microsoft Word and Excel). Candidate must also have a solid understanding of accounting principles and be extremely conscientious & detail oriented.

Knowledge of database and accounting computer application systems to supply the most accurate financial information.

Excellent analytical and organizational skills.

EDUCATION: A Bachelor's degree in Accounting or Finance. A CPA is preferable.

For position requirements and specifications please contact:

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