



POSITION:	Controller
DEPARTMENT:	Corporate - ESquared Hospitality
REPORTING TO:	CFO & Managing Partner
FLSA Status:	Exempt (Salary)

The Controller will work directly alongside the CFO to oversee the accounting for all restaurants: 17 at time of hire, and growing rapidly. This person will be accountable for accurate and timely execution of all accounting tasks on an accrual basis. This person must be self-sufficient, with the ability to make sound decisions to benefit the company. This is an environment with shifting priorities, so the ability to multi-task and be flexible and adaptable to differing situations is required.

MAJOR RESPONSIBILITIES:

- In charge of assisting with all financial and accounting responsibilities. Help to establish a culture around performance-driven development for the department.
- Learn, understand and make suggestions for improvement on all accounting processes, and assist with implementation.
- Prevent inaccuracies in financial statements by setting up internal control systems and adopting proper policies for financial reporting.
- Review financial data periodically to ensure completeness of the data.
- Organize and maintain financial records. Ensure reporting and accounting principles are in compliance with company policy, statutory reporting requirements and GAAP.
- Drive timely resolution of accounting issues identified and liaise with operations and corporate, as applicable.
- Assist with financial and tax audits.
- Ensure all accounting/bookkeeping activities are completed in a timely and accurate manner. This includes:
 - Reviewing and analyzing all journal entries for posting
 - Review all AP and get approval for weekly check run
 - Responsible for the monthly and year-end closing process (including reviewing and validating all cut offs, month-end inventories, bank reconciliations, accrued expenses, pre-paid expenses, depreciation, etc.)
 - Review all bank account reconciliations and intercompany transactions
 - Ensure proper recording of the cost of newly acquired fixed assets, tracking of existing fixed assets, recording of depreciation, and accounting for the disposition of fixed assets.
- Preparation of consolidated financial statements.

Skill & Knowledge Requirements Include:

- Minimum 5 years of corporate accounting experience within a multi-unit environment; hospitality industry preferred but not required
- BS/BA in Accounting or Finance required; CPA highly preferred
- Advanced knowledge of Excel and QuickBooks required
- Experience in sales taxes, credit card processing, and bank reconciliations is preferred
- Demonstrated success in previous roles with leading best practices to streamline processes and procedures
- Must be highly organized, have multi-tasking skills, autonomous and able to drive results

This job description is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.