

ASSISTANT CONTROLLER

Responsibilities Include:

- ◆ Responsible for managing operational data and ensuring data integrity and accuracy
- ◆ Responsible for managing system hardware and software applications
- ◆ Provide technical systems support to company owned locations and franchisees
- ◆ Development of operational procedures and documentation of data flow
- ◆ Development of system controls to ensure data integrity
- ◆ Point person for troubleshooting system issues
- ◆ Liaison with point-of-sale, accounting software, and other system vendors and consultants
- ◆ Serve as project manager for any system implementation or upgrades
- ◆ Assist the Controller in producing accurate and timely financial statements
- ◆ Assist in the month end closing and financial reporting process including account analysis and reconciliation
- ◆ Assist in special projects as necessary

Qualifications:

- ◆ B.S. degree in Accounting preferred (not required)
- ◆ Two to four years of experience in public/private accounting preferred
- ◆ Restaurant or retail industry experience preferred
- ◆ Experience with Squirrel POS, Inventory Express, and Great Plains Dynamics a plus
- ◆ Strong communication and interpersonal skills
- ◆ Strong organizational and time management skills
- ◆ Proficient in Microsoft Excel and Word