



TITLE OF JOB: Director of Finance/Controller

LOCATION: Chicago suburbs

POSTED: October 2024

SUMMARY:

A dynamic, growing, full service, multi-location brew pub in suburban Chicago is looking for a Director of Finance/Controller to join their team. This person will partner with the senior leadership team to drive business strategy and decision making to improve financial results. This will include but is not limited to preparing accurate and timely financial statements. Taking ownership in all financial processes and performing business analysis. This is a player-coach role who is equally comfortable engaging our ownership as they are “doing the accounting”.

RESPONSIBILITIES:

- Developing internal control guidelines, policies and procedures for budget accounting, cash and credit management, administration, and other activities.
- Coordinating and directing budgeting, procurement, investment activities and financial planning.
- Ensuring compliance with state and federal regulatory requirements and professional standards.
- Establishing and maintaining financial controls with the accounting department.
- Preparing and presenting financial reports and risk analysis in non-financial terms that drives actionable results.
- Partner with the leadership team to improve financial knowledge and acumen
- Create budgets and forecasts.
- Guiding financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Providing support to management, particularly in financial matters.
- Create reports that help senior leadership understand company financials.
- Responsible for the company general ledger.
- Assisting in the preparation and reporting of monthly financial data.
- Coordinate month-end closing responsibilities alongside the Senior Accountant.
- Process and prepare appropriate accounting entries and treatments.
- Actively identifying any instances or occurrence of errors and taking corrective actions.
- Ensure compliance with federal and state reporting for sales tax and property tax.
- Prepares Annual Plan and other business cycle forecast.
- Works closely with management to optimize business decisions.
- Oversees bi-weekly payroll, approve cash required, ensure that tax payments are submitted properly and ensure to manage monthly and annual general ledger entries related to payroll reconcile to the payroll system.
- Identify processes and procedures that could be improved and suggest methods for areas of improvement to support company growth.

REQUIREMENTS:

- Bachelor's degree in accounting / finance.
- 7+ years minimum of experience as a Staff Accountant or related position in the restaurant industry.
- Strong understanding of business analysis and accounting.
- Knowledge of payroll, accounts payable, and accounts receivable functions.
- Ability to deliver quality work on tight deadlines, with strong organization and priority setting skills.
- Proven experience in financial project management.
- Advanced computer skills, specifically in Excel.
- Must be able to communicate financial information into sound business language so team members of all levels can understand.
- Knowledge of federal regulation on taxes and reporting.



W R A Y EXECUTIVE SEARCH

SALARY & BENEFITS:

Further details to be discussed, full benefits and bonus.

FOR POSITION REQUIREMENTS AND SPECIFICATIONS PLEASE CONTACT:

Name: Ray Kelley

Direct: (828) 318-9010

E-mail: ray@wraysearch.com

Wray Executive Search shall provide equal employment opportunity to all qualified candidates, and will refer candidates without regard to race, color, religion, national origin, sex, age, disability, veteran candidates without regard to race, color, religion, national origin, sex, age, disability, veteran status or any other legally protected basis. Wray Executive Search shall comply with all applicable laws, rules and regulations in the performance of duties pursuant to this Agreement, including but not limited to, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and state and local anti-discrimination laws to the extent applicable.