



TITLE: Restaurant Accountant
DEPARTMENT: Accounting
REPORTING TO: Director of Accounting
POSITION TYPE: Full-Time, Associate Level
VENUE: Chicago HQ

ROLE OVERVIEW:

As a multi-unit/multi-concept restaurant group, we're seeking a self-starter with unwavering ethics & work experience that demonstrates attention to detail. This is a challenging and critical position that requires phenomenal organizational, interpersonal & communication skills. Prior restaurant industry experience is preferred but not necessary to apply.

Responsibilities include but are not limited to:

- Reports to Director of Accounting
- Daily Sales reporting & reconciliation
- Invoice verification & system entry
- Reconcile vendor statements to our records & resolve any issues
- Bank statement & credit card reconciliation
- Investigate variances in all cost centers, interact with Unit GM's and their staff to resolve.
- Audit inventory, invoices, petty cash & operating expenses
- Assist in providing accurate & timely monthly and year end closes reports
- Assist the Director of Accounting with control and process improvements, provide ad hoc reports on an as needed basis, and any additional projects that improve the profitability of the business

Required Qualifications, Knowledge & Skills:

- B.S. Degree in Accounting
- Familiarity with multi-location restaurant operations preferred
- Ability to act and operate in nurturing collaborative work scenario with minimal daily direction to accomplish provided objectives and meet established deadlines
- Ability to analyze data, solve problems, and think strategically
- Demonstrated attention to detail and ability to successfully handle multiple, complex & time-sensitive tasks & issues
- Discretion & confidentiality are paramount

Principals only. No recruiters. Email your resume to jobs@acebounce.com to apply.

The Company reserves the right in its absolute discretion to add to your duties or amend this job

description at any time. In addition to the above duties you will carry out such other duties as the Company reasonably directs from time to time.

Equal Opportunity Statement: Decisions and criteria governing the employment relationship with all employees at AceBounce are made in a non-discriminatory manner, without regard to race, color, ancestry, religion, age, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender identity, gender expression, citizenship status, veteran status, FMLA status, protective order status, government assistance status, or any other factor determined to be unlawful by federal, state or local statutes.

Date: January 2019