



# Position Specification

## Restaurant Franchise Controller

### ***The Company***

Our client was developed to meet the growing needs of the lifestyle-minded consumer who desires a great, fresh meal that tastes delicious. They use only the freshest ingredients and the highest quality produce available on the market.

The company plans an aggressive but responsible growth plan through franchising to help people eat better, smarter, and tastier all across the world.

### ***The Position***

#### ***Location***

Florida

#### ***Job Summary***

The Company is recruiting a leader for its accounting/finance functions and a business partner for the management team.

The successful candidate will have exceptional communication skills and will have significant responsibilities for communicating all financial and operating results to the equity partners, lenders, Board of Directors and management team.

The Company's financials are currently managed by a QuickBooks system.

#### ***Reporting Relationships***

The Controller will report directly to the CEO and will serve as an integral member of the corporate management team which includes the CEO, COO and Director of Marketing. The Controller will be responsible for evolving the accounting and financial team of the company as growth demands.

#### ***Responsibilities***

The successful candidate will be responsible for all of the accounting, finance and treasury functions of the Company. The Controller will be responsible for establishing the reporting, processes, systems and controls necessary to match the expansion and growth of the company. This position will serve as the primary interface on all finance and accounting issues of the company with both internal and external parties. The position will be responsible for both hands on day to day accounting issues as well as serving as a strategic financial operating partner to the CEO and overall management team.





Specifically, the Controller will be responsible for:

- Oversee all aspects of the company's finance and accounting functions.
- Oversee payroll/benefits, insurance policies, and corporate legal affairs.
- Prepare month-end close in compliance with GAAP.
- Prepare timely and accurate operations reports to senior and store management.
- Develop and monitor capital expenditure budgeting considering project cost, financing costs, cash flow and return on investment; review existing capital investments to justify viability.
- Prepare quarterly budgets/forecasts, and actual-to-budget analysis.
- Manage financial and POS systems (with IT team).
- Manage store-level and franchisee revenue recognition, cost of goods sold calculations, accounts payable, accounts receivable, monthly bank reconciliations, treasury management.
- Work closely with retail operations team on cost control and yield analysis.
- Manage pricing relationships with vendors, suppliers, contractors, etc.
- Enforce fraud control and cash reconciliation for all retail store activity.
- Multi-state tax planning and compliance for corporation and store-level LLCs.
- Direct annual audits.
- Continually review, evaluate and recommend enhancements to the Company's finance and accounting policies, monthly closing process, accounting systems and procedures, control functions and practices with a view to industry standards and regulatory environment.
- Establish corporate procedures, including accounting and HR policies.

### ***Compensation***

The compensation package will include a competitive base salary coupled with a bonus plan. In addition, the individual will participate in the company's group benefit plans. Reasonable and appropriate relocation costs will be paid by the company.

## ***The Candidate***

### ***Education***

An undergraduate degree in accounting is required. CPA designation and an advanced degree are preferred but are not a prerequisite for consideration.

### ***Personal and Professional Qualifications***

- An experienced leader and financial executive with appropriate industry experience, preferably in the multi-unit franchise restaurant, QSR, retail or related industries.
- An energetic, forward-thinking and creative individual with uncompromising ethical standards.
- A hands-on leadership style indicative of someone who is willing to "roll up his/her sleeves" to get the job done.
- An intelligent and articulate individual who can relate to people at all levels of an organization.
- Experience in leading and directing a systems conversion. Strong system skills are necessary.





- A strategic visionary with sound technical skills, analytical ability, good judgment and strong operational focus.
- A well organized and self-directed team player.
- A good educator and mentor.
- Experience at an accounting firm a plus.
- Strong knowledge of accounting standards (GAAP) and control systems.
- Quickbooks knowledge is a must; experience with larger accounting/ERP system (such as Microsoft Dynamics, MAS, Oracle, or similar systems) is a plus.
- Strong financial and cost accounting experience.
- Advanced skills in spreadsheet (Excel) and presentation (PowerPoint).
- An excellent negotiator who is experienced in contracts.
- Fast-paced business style with the ability to wear a lot of different hats.
- Must possess an enjoyment of challenge and a desire to build a business.
- We are looking for an individual with the confidence and vision to establish credibility throughout the organization as a supplier of solutions to the financial and operating challenges of the Company.

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**To learn more about this opportunity or provide a confidential referral, please contact:**

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**Reference Code: *Controller\_RestaurantFranchise\_280-01\_PPI***

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