



## **JOB DESCRIPTION - Accounting and financial Controller**

### Job Description

2 years of experience minimum required

Knowledge of U.S. Accounting

Diploma related with Accounting and/or Finance & Control

\$35-45,000/year, depending on experience

### Company Description

By Suzette is a new chain of French fast casual food. Based in NYC, By Suzette sells Savory and Sweet Crêpes in an innovative take-out packaging, salads, coffee and pastries. Launched in 2014, the Brand has 3 restaurants in Manhattan, around 35 employees and has planned to open 10 new locations by the end of 2017.

### Responsibilities

The controller will report directly to the Business Owners, either based in their office (Grand Central) or in the main restaurant (Penn Station), and will interact with the stores Managers. The accountant will assist the owners at many levels of the Business process.

The main missions of the accountant will be:

- Collect and organize all the invoices
- Draw a weekly report of the cash flows
- Control the cash management of the restaurants
- Realize weekly all the employees payrolls
- Daily, weekly and monthly reports of the sales breakdown
- Draw the monthly PnL for each store
- Financial projections for the new stores
- Daily accounting operations
- Prepare all the yearly financial documents
- Sales tax
- Monthly checking and valuation of each store's inventory
- Comparison between the theoretical and real food needs

### Requirements

The candidate can be a recent Graduate but needs to have at least 2 years of experience related with accounting and control.

The ideal candidate would very rigourous, organized and able to be working in both accounting and control matters.