

A five start restaurant and bar is seeking a **Controller** in **San Antonio, Texas**.

SeeKing HR, a comprehensive human resource consulting firm providing strategic guidance, program management, employee development and employment services to a variety of clients, is sourcing candidates on behalf of Bohanan's.

The Controller will report to top management and will oversee most financial functions including accounting, budgeting, credit, insurance and tax activities. This position performs a variety of tasks including Accounting and basic HR functions. This position will require someone with energy, curiosity and the desire to take ownership of the position and responsibilities given.

Qualified candidates will have:

- Bachelor's degree in Accounting or Finance, preferred.
- At least 3-5 years of experience in related field, restaurant experience a plus.
- Experience with MS Office and QuickBooks.
- Must be familiar with a variety of the field's concepts, practices and procedures.
- Reliability on extensive experience and judgement to plan and accomplish company's financial goals.

Typical duties include:

- Checks bank balances on a daily basis.
- Reviews cleared and outstanding checks to prepare a daily cash flow summary.
- Uses the bank balances and pending credit card totals to estimate cash on hand.
- Totals all outstanding checks and reviews weekly payments due.
- Reviews daily sales, purchase reports, cash flow and sales on daily, monthly and quarterly basis.
- Informs General Manager of necessary transfers.
- Prepares checks or EFTPS for taxes and payroll being drafted.
- Reviews the account payables listing with General Manager for approval.
- Determines what invoices to pay, based on the weekly budget.
- Reviews property tax appraisal and completes the necessary forms to file by tax deadline.
- Reviews contracts, prior to getting owner's signature, to make sure they financially make sense for the company.
- Reviews timecards and schedules to process payroll.
- Processes elected insurance coverage and enters premium deductions in payroll.
- Works with third parties related to new benefit plans for insurance.
- Verifies payroll for processing and prepares pay period journal entries.
- Reviews monthly end inventory and purchases.
- Prepares monthly end journal entries.
- Prepares financial statements and reviews with management.
- Reconciles bank statements.
- Performs other duties as assigned.

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day-to-day. The candidate selected for employment will be required to submit to a criminal background check, education verification and drug test.

Interested candidates should submit their resume via our career portal on our website at www.seekinghr.com or contact us directly at (210) 679-4879 with any questions.

Equal Employment Opportunity Employer M/F/D/V