



## Job Description

**Title:** Finance Manager

**Reports To:** Director of Finance

**Supervises:** No Direct Supervision

---

**Position Summary:** The Finance Manager position will support the Vision and Mission of Punch Neapolitan Pizza by providing knowledge, information and timely business results to the leadership and restaurant teams. They will lead by example and act with integrity and professionalism. Success in this role will come from the ability to: wear multiple hats, enjoy problem solving, working with data, seeking process improvements / efficiencies, collaborating with personnel at all levels of the organization, having a strong attention to detail / accuracy, and be comfortable in a fast paced fun environment.

### **Primary Responsibilities:**

Position responsibilities include, but are not limited to the following:

#### Finance Department:

- Support Director of Finance in providing transparency on business results, drivers, risk and opportunities.
- Analyze and identify opportunities to drive cost savings and/or utilize resources more efficiently.
- Review special check requests ensuring paperwork is in order prior to submission to Director for approval.
- Manage the Accounts Payable process to ensure accurate and timely billings.
- Prepares and processes bank deposits.
- Plans and facilitates monthly journal entries and closing of each Financial period.
- Reconciles bank accounts, credit cards, gift cards and other miscellaneous accounts.
- Working with the Director of Quality Operations to maintain equipment by tracking purchases, warranties, and scheduled maintenance.
- Assist in monthly processing and state payments for Sales Tax.
- Accurately track and allocate Paid Time Off, reconcile with HR and Director of Finance.
- Ability to apply innovation to offer and implement suggestions to improve overall operations.
- Possesses the ability to utilize and interpret P&L and financial statements to analyze trends and work with store Management to adjust plans accordingly.
- Maintain vendor permanent file and ensure required documentation (e.g., W-9) is current and in compliance with all applicable tax requirements
- Ensure the accurate and timely recording, documenting, and posting of Accounts payable transactions and checks
- Complete data entry to ensure all accounts payable invoices, credit card transactions and check requests are recorded in compliance with applicable laws and regulations, and sound internal control.
- Ensure IRS Form 1099 is prepared for all appropriate vendors at year end.

- Prepare and provide to the Director of Finance monthly reconciliations of Accounts Payable including proposed general journal entries and supporting documentation.
- Prepare weekly and monthly cash requirements reports and reconciliations and submit to Director of Finance for review
- Assist with any necessary documentation for the independent audit.
- Perform other duties and special projects as requested by the Director of Finance

Operations Support:

Stores-

- Daily reporting of Store Sales Comps.
- Weekly reporting of Store Sales Comps, Labor Yield and Online Order (OLO) Sales.
- Entry of Daily Sales, Product Mix and Store Transfers.
- Process bi-weekly payroll for all locations.
- Enter approved pay increases into ADP.
- Manage the additions and deletions from PunchRule and Pizza Cam.
- Develop and Maintain an accurate list of Company approved Smallwares.
- Follow up with individual stores for inventory discrepancies.

Commissary-

- Ongoing ordering of supplies and uniforms on an as needed basis.
- Monthly inventory follow up and review.
- Scheduled check-in's with Commissary Manager to address needs/concerns and any supply issues.

General Administrative:

- Ordering of office supplies as needed.
- General organization and filing of incoming correspondence and store packets.

**Professional Requirements and Skills:**

- BS/BA Degree in Accounting, Finance or Equivalent
- Minimum of 2-5 years of experience in an accounting function.
- Working knowledge of Generally Accepted Accounting Principles (GAAP)
- Advanced skills in Microsoft Office, including advanced Excel skills for reporting, analysis, and development of budget and labor models.
- Proficient with financial system applications and experience with QuickBooks or an equivalent accounting software preferred.
- Exercise independent judgement and discretion with ability to identify problems and initiate corrective action.
- Effective and professional communication skills via phone, in person and through email.
- Critical thinking ability with a high attention to detail and accuracy.
- Ability to follow procedures but has the vision to offer suggestions for improvement.
- Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; ability to work on multiple projects simultaneously; can comfortably handle risk and uncertainty.

**Preferred Experience:**

- Restaurant and/or Retail experience.
- Working Knowledge of ADP or other Payroll software.

**Physical Demands:**

The physical demands for this position require grasping, writing, standing, sitting, walking, repetitive motions, listening, hearing ability and visual acuity. The ability to stand and/or sit for up to 8 hours while bending and moving intermittently. The capacity to lift up to 30 lbs occasionally.

**The duties of this position may change from time to time. Punch Pizza reserve the right to add or delete duties and responsibilities at their discretion. This job description is intended to describe the general level of work being performed. It is not intended to be all-inclusive.**

*Punch Pizza is proud to be an Equal Opportunity Employer of Minorities, Women, Protected Veterans, and Individuals with Disabilities and does not discriminate based on gender, identity or sexual orientation.*