

Position Title: Controller

Location: Restaurant Houston Square Victoria: 1001, Square Victoria, Montreal, QC, H2Z 2A8

To apply, please send your resume to squarevictoria@houstonresto.com or call the restaurant directly at **(514) 875-9669**

Required Qualifications:

- Languages: Bilingual in English and French.
- Requires strong background in operations and general management, customer service, sales and administration with a proven track-record of leadership, interpersonal and communication skills.
- Must be detail-oriented, results driven, ability to handle multiple projects and meet deadlines.
- Financial literacy: Ability to interpret profit and loss and income statements.
- Technical skills: Microsoft Office Suite, knowledge of Sage Accounting is an advantage, computer literacy with an ability to learn new programs easily.

Position Details & Key Responsibilities:

- **Finance & Accounting:**
 - General financial management of the restaurant including payroll & remittance
 - Accounts payable & receivables
 - Cash-flow management
 - Bank account oversight and reconciliation
 - Expense reporting
 - Financial statement preparation and coordination
- **General operations:**
 - Member of senior management team of a 400+ seat restaurant in downtown Montreal.
 - Supporting the General Manager, responsible for all back-office operations, administrative & sales functions of the restaurant and ancillary businesses.
 - Staffing and scheduling
 - Inventory management
 - Human resource management (50+ employees)
 - Customer relations & retention
 - Implementation of corporate policies and procedures
 - Vendor and customer contract negotiations.
- **Events Planning & Coordination:**
 - Primary responsibilities to plan, sell/execute on large corporate events ranging from 10-600 ppl
 - Creative and original ideas for events.
- **Sales & Marketing:**
 - Client acquisition, sales, business development and marketing promotions.

Compensation & Benefits:

Benefits: Health Insurance, Cellphone expense