



SMILES WANTED!



FOCUS on Making People Happy!

At FOCUS Brands, our mission is to FOCUS on Making People Happy!

In addition to the requirements outlined below, an important part of this role will include living up to the following mission and values . . .

OUR GUIDING VALUES:

- **Aim High:** we believe that each person should set personal goals to follow their dreams and we are committed to providing opportunities for people to achieve them.
- **Be The Best:** We believe in the unlimited potential of every human being and we believe that each of us has the opportunity to be the best we can be.
 - **Get Results:** We believe that achieving results is the primary reason we come together as a team and we have a relentless commitment to beating last year's results and achieving our long-term goals.
- **Do What's Right:** We believe that all of us have the responsibility to conduct ourselves with integrity and to treat everyone with respect.
 - **Go Green:** We believe that environmental sustainability is a worth goal and should play a role in all our decision making.
 - **Have Fun:** We believe that life and work are meant to be enjoyed and having fun is part of our success.
 - **Give Back:** We believe that each of us has the responsibility to help improve our communities and we work hard to make a difference in the lives of people around us.

Role	Senior Accountant
Operating Company	Focus Brands
Business Unit	Accounting
Reports To	VP, Accounting

HUMAN RESOURCES ONLY	
Prepared By	A.Allen
Created Date	
Revised Date	5/5/2010
Exempt	X
Non-exempt	

ACCOUNTABILITY

The Senior Accountant is responsible for providing accurate and timely accounting support to various FOCUS Brands constituents, maintaining adequate internal controls, and protecting company assets for the brand while demonstrating the core competencies below.

PRIMARY RESPONSIBILITIES

- Prepares month-end close activities, including but not limited to journal entries, accruals, fixed assets accounting, expense allocations, employee relocation expense analysis, accounting for insurance policies, etc.
- Prepares and maintains balance sheet account reconciliations and general ledger account analysis and prepares periodic review presentations for accounting management.
- Assists in preparation of monthly, quarterly and annual consolidated financial statements.
- Oversees the Sage (FAS) fixed assets accounting system.
 - Perform Internal and Tax/AMT Management.
 - Maintain Internal, TAX, AMT, State books.
 - Prepare necessary reporting for additions, deletions, impairments for all books.
 - Analyze / assess proper internal depreciation lives for all internal books.
 - Prepare necessary reporting for year-end TAX / AMT / State income tax books.
 - Ascertain costs/benefits of fixed asset module conversion.
- Maintains and prepares various capital spending reporting.
- Maintenance of Accounts Payable vendor master.
- Assists Controller with preparation of all internal and external reporting requirements including variance explanations
- Participates in external audit as necessary by assisting Controller in the preparation of required schedules and supplemental information, and/or responding to inquiries of external auditors
- Assists in various special projects as needed for the Controller or other members of management.
- Performs tasks to support projects to integrate new companies into Lawson.

DESIRED KNOWLEDGE, SKILLS & ABILITIES (KSAs)

- Undergraduate degree and three or more years experience in accounting.
- Sage (FAS) fixed assets system experience or Lawson fixed assets experience preferred.
- Quick service, franchise operations, and/or hospitality industry experience a plus.
- CPA or CPA track required
- Knowledge of MS Office (advanced skills in Excel) and Lawson accounting software. In lieu of Lawson experience, intimate knowledge of the GL module of another major financial system (PeopleSoft, SAP, Oracle, etc) is essential.
- Knowledge of GAAP and statutory accounting principles.
- Excellent interpersonal skills with a demonstrated ability to be flexible and effectively work with others as a team.
- Possesses a high degree of drive and ability to produce results/accomplish goals in a fast-paced work environment.
- Excellent communication, organization and problem solving skills.
- Demonstrated track record for flexibility and urgency in prioritizing and organizing projects.
- Be available for overtime as needed.
- Extremely detail-oriented.