



ACCOUNTING SPECIALIST - Job Posting

DESCRIPTION:

Taziki's is a rapidly expanding brand, named one of America's fastest growing leaders by Inc. 5000 in the fresh-casual segment. Having more than tripled in size since 2011, Taziki's is approaching 100 restaurant locations, spanning across 17 states nationally.

The essence of Taziki's Mediterranean Cafe is defined by sourcing authentic ingredients, serving made-from-scratch meals that nourish our customers daily without the use of fryers, freezers, or microwaves. We believe that great food brings people together and strive to help people and communities flourish, or as the Greek's call it "Eudaimonia", the good life.

We thrive on the words included in our culture compass: connection, challenge, collaboration, details, and fresh. These ideals are executed through our mission to create an environment that combines extraordinary food with meaningful human connection.

The Accounting Department is looking for a friendly, dependable and qualified applicant, who possesses a strong work ethic to join our Accounting team at Taziki's Corporate Office.

BENEFITS:

- Competitive pay
- Health, Dental and Vision Insurance
- Paid Vacation
- Exciting and dynamic work environment
- Opportunities for growth and a promising career path

RESPONSIBILITIES:

- Process Accounts Payable for multiple restaurant locations, including invoice entry and payment processing
- Process bi-weekly payroll for multiple restaurant locations in multiple states
- Other duties may also include account reconciliation, assisting with tax filings, and audit support

COMPETENCES: Qualifications/Knowledge/ Skills -

- Degree in Accounting, Finance, or Business or a minimum of three years of experience in accounting, payroll or bookkeeping required
- Competency with Microsoft Office Suite including Outlook, Word and advanced Excel knowledge and skills
- Excellent verbal and written communication skills
- Experience with accounting software required (Great Plains preferred)



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- Maintain proactive approach with the ability to multitask, think creatively and learn quickly in a fast-paced environment
- Possess good customer service skills and the ability to be flexible with competing workload demands
- Maintain attention to detail and enjoy working in a collaborative environment as a proactive and enthusiastic team player
- Maintain professional attitude and respect for coworkers, establishment, and the brand

PHYSICAL/MENTAL REQUIREMENTS:

- Requires the physical mobility to sit and walk for moderate periods of time
- Requires the physical ability to occasionally carry or lift objects weighing up to 15 pounds

WORK CONDITIONS/HOURS:

- Monday – Friday, position averages 40 hours weekly
- Little to no travel involved unless for continuing education courses

Taziki's is an Equal Opportunity Employer

Apply to Posting: https://got.work/tazikis_cafe/9701b24d