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**GENERAL INFORMATION**

**Position Title:**

**Pay Status:** Exempt  Non-Exempt

**Job Status:** Part-time \_\_\_\_\_ Full-Time

**Reports To:**

**Employer: TZZ LLC**

**Start Date: ASAP**

**Last Revision Date: 5/24/2019**

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**POSITION SUMMARY:**

The Controller is responsible for the Accounting and Finance functions and is the key financial and administrative manager for the Company. This position is charged with ensuring the timely, accurate and objective reporting of financial results used by the Owners and Senior Management in making key decisions to achieve business goals and ensuring the company complies with tax and finance related regulations.

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**OPERATIONS SUMMARY:** Teatro ZinZanni world headquarters is in Woodinville, WA. Teatro ZinZanni presents a full evening of entertainment, combining cirque artists, European cabaret, contortionists, jugglers and illusionists with live music and a gourmet multi-course meal. Set in an antique jewel box tents imported from Belgium, Teatro ZinZanni currently runs in Woodinville and opens mid-July in Chicago.

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**ESSENTIAL FUNCTIONS****Responsibilities and Duties:**

- Responsible for managing all aspects of the accounting function including general ledger accounting, revenue accounting, accounts payable and payroll and all accounting software systems
- Develop and maintain the appropriate internal control systems under GAAP standards to ensure effectiveness of accounting systems
- Deliver timely and accurate monthly financial statements and cash flow projections
- Work with key stakeholders to summarize and present financial position and business activity required for making business decisions
- Responsible for the budgeting and forecasting process
- Work with the Owners and Senior Management to identify opportunities for revenue enhancement and operational efficiencies
- Develop key performance indicators and other measures used for tracking business performance
- Manage the Company's cash flow and credit facilities
- Ensure timely and accurate filing of federal, state and local tax returns

- Responsible for maintaining key vendor relationships
- Manage the workflow of accounting staff

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## **JOB QUALIFICATIONS**

### **Essential minimum skills, education, and experience:**

- Bachelor's Degree in Accounting
- 3-5 years of experience supervising or managing an Accounting or Finance department preferably in the restaurant, entertainment or hospitality industry
- Knowledge and experience with SAGE accounting software and Quickbooks
- Advanced skills in Microsoft Office programs including Excel, Word, Outlook and PowerPoint
- Experience with restaurant or retail POS systems and Ctuit platform is helpful
- Prior experience with enterprise accounting software conversion is desired
- Detail oriented, manages time, organizes self and space efficiently
- Demonstrated ability to effectively direct the activities of others
- Self-motivated and self-directed with the ability to work independently
- Strong people skills – ability to work with non-financial staff
- Excellent written and verbal communication skills
- Physical requirements include minor lifting, bending, data entry and the ability to sit at a desk for periods of time
- Desire to work for a highly creative enterprise exploring expansion opportunities

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## **WORKING SCHEDULE/ENVIRONMENT**

This position is full-time, working in an office environment. The office is generally open between the hours of 8:00 am and 6:00 pm. With notice hours can be adjusted earlier or later to accommodate commute. A typical work week is Monday through Friday.

TZZ LLC IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT (INCLUDING APPLICATION FOR EMPLOYMENT) ON ANY BASIS INCLUDING RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SEX, AGE, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, PREGNANCY, VETERAN OR MILITARY STATUS, OR ANY OTHER BASIS PROHIBITED BY LOCAL, STATE, AND FEDERAL LAW.

APPLICANTS WITH DISABILITIES MAY BE ENTITLED TO REASONABLE ACCOMMODATION UNDER THE TERMS OF THE AMERICANS WITH DISABILITIES ACT AND CERTAIN STATE OR LOCAL LAWS. A REASONABLE ACCOMMODATION IS A CHANGE IN THE WAY THINGS ARE NORMALLY DONE WHICH WILL ENSURE AN EQUAL EMPLOYMENT OPPORTUNITY WITHOUT IMPOSING UNDUE HARDSHIP ON TZZ LLC. PLEASE CONTACT TZZ LLC IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION OR TO OTHERWISE PARTICIPATE IN THE APPLICATION PROCESS.

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## **How to apply:**

Please send a cover letter and resume in PDF format to: [hr@zinzanni.com](mailto:hr@zinzanni.com)