LOBOS HOSPITALITY

www.loboshospitality.com

Job Description: Bookkeeper

Company: Lobos Hospitality
Location: Austin, TX — Hybrid
Employment Type: Full-Time

Position Summary

Lobos Hospitality is seeking a detail-oriented and self-directed Bookkeeper to manage day-to-day accounting and oversee the monthly close process across our three restaurants and catering company. This role will take ownership of maintaining accurate financial records, reconciling accounts, managing accounts payable and receivable, allocating shared expenses across venues, and preparing monthly profit and loss statements for management review.

The ideal candidate is comfortable working in a multi-venue hospitality environment and can independently manage the bookkeeping cycle, identify and resolve discrepancies, and deliver timely, accurate financial reporting with oversight from the CEO. This person will also collaborate with the company's external accounting firm on year-end close, annual financial records, tax preparation, and related accounting matters.

This is a hybrid position offering flexibility to work remotely most days, with an expectation of being available to visit company venues in Austin at least one day per week and additional times as business needs require.

Essential Duties & Responsibilities

General Bookkeeping & Accounts Payable

- Maintain accurate financial records in QuickBooks Enterprise across all venues and applicable legal entities.
- Process vendor invoices, code expenses appropriately, coordinate payment approvals, and maintain vendor records.

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- Manage accounts payable and accounts receivable, including tracking outstanding invoices, vendor statements, and catering customer balances.
- Ensure transactions are recorded in the appropriate general ledger accounts and assigned to the correct venue or entity.

Expense Allocations & Intercompany Accounting

- Manage the allocation of shared expenses, centralized purchases, and other costs across the appropriate venues.
- Maintain accurate intercompany and inter-venue due-to/due-from balances, as applicable to the company's accounting structure.
- Reconcile allocation entries and investigate discrepancies to ensure expenses and related balances are recorded correctly.
- Maintain clear supporting documentation for allocations and intercompany transactions.

Monthly Close & Financial Reporting

- Own the monthly bookkeeping close process across all venues, following an established close calendar and reporting deadlines.
- Reconcile bank accounts, credit cards, payroll accounts, clearing accounts, and other balance sheet accounts.
- Review general ledger activity for errors, unusual transactions, incorrect coding, and missing entries.
- Identify and record routine accruals, prepaid expense adjustments, and other month-end entries as appropriate, escalating complex accounting judgments for review.
- Ensure sales, deposits, payroll, vendor expenses, and other material activity are recorded in the correct accounting period.
- Prepare monthly profit and loss statements for each venue and consolidated reporting as requested.
- Review financial reports for unusual variances, unexpected balances, and inconsistencies before presenting them to the CEO.
- Maintain supporting schedules and documentation for reconciliations, allocations, and month-end journal entries.
- Communicate financial results, unresolved discrepancies, and outstanding accounting items to the CEO in a timely manner.

Sales, Payroll & Operational Reconciliations

- Reconcile point-of-sale sales and payment activity to accounting records and bank deposits.
- Review payroll reports and related entries for proper coding and allocation across venues.

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- Investigate discrepancies involving sales, tips, deposits, payroll, credit card fees, and other recurring restaurant transactions.
- Coordinate with venue managers and operations leadership to obtain missing invoices, receipts, explanations, and other supporting documentation.

External Accounting & Tax Coordination

- Serve as the primary day-to-day bookkeeping contact for the company's external accounting firm.
- Prepare and organize year-end financial records, reconciliations, schedules, and supporting documentation for annual close and tax preparation.
- Coordinate responses to accounting firm requests and follow up on outstanding items.
- Support the annual tax filing process by ensuring records are complete, organized, and delivered on schedule.
- Implement bookkeeping adjustments and recommendations provided by the external accounting firm, as approved.
- Help ensure consistent accounting practices and a smooth handoff between internal bookkeeping and external accounting services.

Administrative & Process Support

- Maintain organized digital accounting records and consistent bookkeeping procedures across all venues.
- Protect confidential financial and employee information.
- Identify opportunities to improve accounting processes, reporting accuracy, and efficiency.
- Perform other finance and administrative duties as assigned.

Qualifications

- Demonstrated experience managing the full bookkeeping cycle and monthly close process.
- Able to record journal entries and maintain the general ledger using double-entry bookkeeping, debits and credits, and sound accounting practices.
- Proficiency in QuickBooks Desktop Enterprise; multi-venue or multi-entity accounting experience strongly preferred.
- Strong working knowledge of general ledger accounting, accounts payable and receivable, bank reconciliations, balance sheet accounts, and month-end adjustments.
- Experience preparing and reviewing profit and loss statements and investigating financial variances.
- Understanding of expense allocations and intercompany accounting.

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- Proficiency in Excel or Google Sheets.
- Strong analytical skills, attention to detail, organization, and ability to meet recurring deadlines.
- Ability to work independently in a hybrid environment, manage competing priorities, and communicate effectively with leadership, venue managers, and external accounting professionals.
- Restaurant, hospitality, or multi-location business accounting experience strongly preferred.
- Must be able to pass a company back-ground check.

Work Environment & Schedule

This is a hybrid position based in Austin, Texas. The employee may work remotely most days of the week but must be available to visit company venues in person at least one day per week. Additional on-site attendance may be required for meetings, operational needs, month-end matters, or other business priorities.

Performance Expectations

- Complete monthly close and deliver accurate venue-level P&Ls according to the established reporting calendar.
- Maintain accurate, reconciled books with supporting documentation.
- Ensure shared expenses are allocated consistently and intercompany balances are properly supported.
- Identify and resolve discrepancies before financial reports are presented to management.
- Provide timely financial information that enables leadership to evaluate each venue's performance.
- Maintain clear communication with the CEO and external accounting firm regarding outstanding issues, adjustments, and reporting deadlines.

Qualified candidates please send a resume to info@loboshospitality.com

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