

**Job Title:**               **Controller**

**Reports To:**           **CFO**

**Department:**       **Accounting**

**Position Summary:**

Reporting to the CFO, the Controller will be responsible for providing day-to-day leadership for the company's accounting operations, financial reporting, and treasury activities. The Controller will direct the company's accounting and financial reporting policies in accordance with US GAAP. Supervises accounting department including general ledger, accounts receivable/order processing, accounts payable, and inventory cost accounting. You will participate with the finance leadership team and the company's management team in identifying, developing, and implementing financial insight and management reporting.

**Essential Duties and Responsibilities:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

Responsible for all company accounting processes and functions, including timely and accurate recording and reporting of all financial transactions and system reconciliations.

- Manage various separate legal entities along with overseeing the consolidation process including intercompany eliminations for both internal and external reporting
- Drive a timely monthly close process, with accurate accrual-based financials and insightful management summaries
- Interface with bank regarding loan covenant compliance and line of credit maintenance
- Manage internal reporting, general ledger, accounts payable and receivable, fixed asset management, taxes and insurance
- Coordinate and oversee the year-end external audit process as well as third-party tax advisors
- Work cross-functionally to ensure adequate systems tracking of inventory movement
- Oversee the cost accounting function which tracks numerous wine blends ensuring monthly cost assessments are made appropriately each period
- Development of key financial policies and procedures, including oversight of various modules of Microsoft Navision within the various operating departments.
- Identify cost control measures and initiatives to ensure that the organization is run in a cost-effective manner
- Perform month end close functions including bank account cash and other general ledger reconciliations and month end close journal entries
- Daily monitoring of cash activity and weekly cash forecast reporting

**Additional responsibilities:**

- Serve as the company's expert for all accounting matters, partnering with other departments (FP&A, Legal, Sales, IT, and HR) on structuring policies, and advising with respect to accounting and tax implications.
- With the CFO, direct and oversee domestic tax structuring, and tax-related policies and procedures.
- With an external firm, direct the preparation and timely filing of all required tax returns and other statutory filings.
- Create and implement short- and long-range departmental objectives, policies, and operating procedures.

**Qualifications:**

- Current CPA designation and 3-5 years in a nationally recognized public accounting firm desired
- Must have a strong technical and financial accounting background
- Bachelor’s degree in Finance, Accounting or Business; MBA a plus
- Wine industry experience preferred
- Ability to work with all levels of management
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Commitment to excellence and high standards
- Excellent written and verbal communication skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Proven leadership and business acumen skills
- Demonstrated ability to supervise and motivate direct reports
- Recruit, train, supervise, and evaluate department staff members
- Working knowledge of forecasting and financial reports
- Proficient in ERP accounting software; prior Microsoft Dynamics Navision experience desired
- Strong Excel modeling skills
- Working knowledge of data collection, data analysis, and evaluation

**Physical Demands:**

<b>Stand</b>	F	<b>Lift/Carry</b>	
<b>Walk</b>	F	10 lbs or Less	R
<b>Sit</b>	F	11 – 20 lbs	R
<b>Handling/Grasping (repetitive motions)</b>	R	21 – 50 lbs	R
<b>Reaching Above Shoulder</b>	R	51 – 100 lbs	R
<b>Reaching Outward</b>	R	Over 100 lbs	N
<b>Climb</b>	R	<b>Push/Pull</b>	
<b>Crawl</b>	R	12 lbs or Less	R
<b>Squat or Kneel</b>	R	13 – 25 lbs	R
<b>Bend</b>	R	26 – 40 lbs	R
<b>Working at the computer</b>	F	41 – 100 lbs	R
<b>Driving</b>	R	<b>Near Vision</b> (closer than arm’s length)	N
<b>Respirator Use</b>	R	<b>Far Vision</b> (farther than arm’s length)	N
<b>Other Personal Protective Equipment Use</b>	R	<b>Color Vision</b>	N

**Legend:**

<b>N</b> (Not Applicable)	Activity is not applicable to this occupation.
<b>R</b> (Rarely)	Occupation requires this activity several times a month (not daily)
<b>O</b> (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5hrs/day)
<b>F</b> (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5 hrs/day)
<b>C</b> (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above information is representative of the work performed in this position; however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities. Other tasks may be assigned as needed.

**Reasonable Accommodations Statement:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.