

Job Title:

Senior Accountant

Position Summary:

The Senior Accountant is an impactful role working closely with the Controller to deliver insight while overseeing various aspects of the Company's general accounting environment as well as wine inventory accounting. S/He works closely with the business partners throughout the Company to provide guidance and direction on accounting treatments for assigned areas of responsibility as well as ad hoc projects as needed. The Senior Accountant is responsible for understanding, compiling, and presenting financial information for wine inventory - grape and bulk costing, packaging and finished goods – and evaluates and resolves inventory costing and variance issues.

Essential Duties and Responsibilities:

- Oversee month-end closes and the annual bank/external audit general accounting for assigned areas:
 - Record all payroll and payroll related entries and reconcile all payroll related accounts. Evaluate account balances and recommend solutions for aged, unusual balances. Streamline existing accounting processes to improve visibility and work with Controller to implement changes.
 - Own the monthly accounting and account reconciliation for other accounts including but not limited to prepaids, accruals, intercompany receivables/payables, etc.
 - Work with the Controller to coordinate the review and delivery of work product for the monthly close meeting, quarterly balance sheet review, annual audit, and bank audit. At the Controller's direction, this may involve working with team members to complete deliverables, reviewing audit reports and audit deliverables, etc.
- Prepare the monthly bank reporting by creating the Company's combined financial statements and covenant compliance reporting.
 - Explain significant month over month changes to the CFO and Controller during the monthly reporting review.
 - Streamline the current reporting to expedite preparation and investigation.
- Direct the monthly and year-end close processes for Company's wine inventory and related accounts.
 - Record monthly activity, both quantity and dollars, and work with the Controller to evaluate, understand and recommend resolution to discrepant and/or unusual items.
 - Reconcile all wine inventory and inventory related accounts. Assess the reasonableness of inventory reserves relative to aged packaging, etc.
 - Own all aspects of production accounting for the wine business. Partner with business partners and FP&A counterparts to review standard and actual costs, calculate production overhead, evaluate overhead variances, and recommend product revaluations.
 - Develop standard costs in consultation with the FP&A, CFO and GM. Track, explain and reconcile variances and adjust and/or re-cost as needed.
 - Run point on grape and bulk accounting, especially during the annual Harvest. This includes but is not limited to:
 - Prior to Harvest, work with Winemaking to gather information on Plan, Contracted and Booked grapes by grower and crush locations prior to Harvest for the wine operations and 3rd Party. Prepare a payment forecast based on grape and bulk wine contracts.
 - During Harvest, enter and maintain grower contracts, create grape and bulk items and track receipt status during the Harvest period.

- Prepare the Harvest reporting for the regular distribution to Winemaking and other teams.
- Prepare the annual grower assessment remittance. Reconcile the accrued grower assessment accounts, resolving discrepancies prior to providing backup to the Controller for review.
- Serve as the main liaison for all inventory items required during the annual bank and external audits including but not limited to calculating and providing inventory roll forwards, physical inventories, and other analyses.

Qualifications:

- Degree in Accounting or Finance and/or equivalent training and experience required.
- Minimum 3+ years of experience in manufacturing accounting with significant exposure to inventory control and/or operational accounting, general ledger analysis and reconciliation. Winery experience preferred.
- Advanced Excel super-user; Proficiency with accounting ERP systems; Experience with Microsoft Navision a plus.
- Solid foundation in cost accounting principles and GAAP accounting.
- Ability to analyze details and identify solutions.
- Excellent attention to detail.
- Demonstrated ability to manage and prioritize multiple projects while meeting goals and deadlines, expecting precision and excellence.
- Versatility, flexibility, and a willingness to work within constantly changing priorities.

Physical Demands:

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

Legend:

N (Not Applicable)	Activity is not applicable to this occupation.
R (Rarely)	Occupation requires this activity several times a month (not daily)
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5hrs/day)

F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5 hrs/day)
C (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.