

Job Title:

Senior Accountant

Position Summary:

The Senior Accountant reports to Director of Finance & Accounting, working closely with A/R – A/P Manager to deliver insight while running point on various aspects of the Company’s general accounting environment as well as cash reconciliation and forecasting. They work closely with 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 Accountant works with the Director and accounting teammates to understand, compile and present necessary financial information.

Essential Duties and Responsibilities:

- Complete the month-end close for assigned areas:
 - Complete postings and reconciliations for fixed assets, property taxes, and depreciation. Highlight potential areas of improvement and work collaboratively to streamline existing accounting processes to improve visibility.
 - Conduct fixed asset inventory annually with business partners.
 - Prepare the monthly journal entries and account reconciliations for other accounts including but not limited to prepaids, accruals, intercompany receivables/payables, cash reconciliations, debt etc.
 - At the Director’s direction, assist with the review and delivery of work product for the monthly close meeting, quarterly balance sheet review, annual audit and bank audit. 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 Director during the monthly reporting review.
 - Work with the Director and Accounting Manager to streamline the current reporting to expedite preparation and investigation.
- Oversee the monthly and year-end close processes for Purple Wine Company cash, debt, and equity areas
 - Partner with FP&A to assist in cash forecast preparation and analysis.
 - Complete daily cash reconciliation and posting
 - Provide updated debt and interest reconciliations in addition to owner contributions.

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 operational accounting, general ledger analysis and reconciliation.
- Advanced Excel super-user; Proficiency with accounting ERP systems; Experience with Microsoft Navision a plus.
- 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.