

Job Title:

Accounting Associate, AR & AP

Position Summary:

This role will perform a diverse range of Accounts Receivable, Accounts Payable and other Accounting and Administrative functions.

Essential Duties and Responsibilities:

Accounts Receivable

- Invoice daily shipments for wine & spirits: Add dunnage charges as needed, process invoice in system, and invoice customer via email.
- Process debits/credits as needed (distributor transfers, price adjustments, etc.).
- Process AR credit card payments for invoices.
- Pricing: Maintain and update approved pricing in Microsoft NAV (Navision) as needed.
- Provide backup customer service support to internal & external customers related to Accounts Receivables & Accounts Payable.
- Weekly collections (track account logs and perform account reconciliations as needed).
- Facilitate new customer setup.
- Assist with credit limit reviews for approvals.
- Assist with weekly shipment/inventory reconciliation.
- Assist with bailment/consignment: Invoice, track and reconciliations.
- Assist with AR filing as needed.
- Provide backup support for distributor chargeback processing and payments.
- Assist with related special projects as needed.

Accounts Payable

- Weekly vendor disbursement check printing.
- Positive-Pay report prep for checks.
- Facilitate new vendor setup.
- Assist with CA resale certificates & credit applications.
- Assist with statements and reconciliations.
- Assist with 1099 processing.
- Provide backup support for Concur Invoice processing and payment.
- Provide backup support for Center (Mastercard) Card processing.
- Assist with AP filing as needed.
- Provide backup support for Harvest payments.
- Assist with related special projects as needed.

Qualifications:

- High School Graduate required, College Degree preferred, and a minimum of 1-2 years related work experience required.

- Proficient with Microsoft Office programs, including Excel, Outlook and Word.
- Experience with Microsoft Navision a plus.
- Ability to manage a high volume of transactions.
- Demonstrated ability to calculate figures and amounts.
- Proficient data entry skills.
- Ability to operate office equipment.
- Acute attention to detail and strong organizational skills.
- Commitment to excellence and high standards.
- Excellent mathematical, written and verbal communication skills.
- Ability to understand and follow written and verbal instructions.
- Versatility, flexibility and a willingness to work within constantly changing priorities.

Physical Demands:

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

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.