



Job Title: **Accounting Manager**

As a Full-Time salaried position, the Accounting Manager will be responsible for managing our day-to-day financial function. Initial responsibilities will include accounts receivable and accounts payable management, monthly financial reporting, monthly general ledger account reconciliations, sales tax return processing, and bi-weekly payroll processing. Additional responsibilities will evolve based upon the candidate's ability to improve the company's financial reporting processes, timeliness and accuracy of the Company's financial reporting.

The Accounting Manager reports to ownership's Chief Financial Officer and will work directly with the company's Leadership Team, which consists of: The Distributor Relations Manager, National Sales Manager, Director of Wine Making and ownership's Chief Financial Officer.

Job Responsibilities

Accounting / Financial Responsibilities:

- Monthly Financial Reporting, General Ledger account reconciliations.
 - Manage all accounting operations, conduct month-end and year-end close process, prepare monthly financial statements.
 - Develop periodic reports for management.
- Accounts Payable and Accounts Receivable management and processing.
- Monthly and Quarterly Federal and State Sales and Excise Tax Reporting.
- Product Cost Accounting Summaries and Analysis.
- Business Operations and Metric Reporting

Human Resources and Payroll:

- Bi-weekly Salaried and Hourly Payroll Processing
- Commission and Bonus calculations as required
- Employee Benefits Administration

Candidate Requirements

- Entrepreneurial, analytical, self-motivated, able to operate independently and as part of a team.
- Proficient in Microsoft Office,
- Experience with integrated finance reporting systems. AMS Winery Software experience will be considered a definite plus.
- Five plus years of Senior Accountant, Accounting Manager or Controller experience, preferably in a wine making or manufacturing environment.

Salary: Competitive and based upon candidate experience.

Benefits Include: Medical / Dental / Vision Insurance Plan, Paid Vacation, 401k Employer match

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