

Mi Sueño

W I N E R Y

Staff Accountant

The Staff Accountant performs all daily, monthly, quarterly, and annual accounting functions following GAAP protocols for the Herrera businesses: Mi Sueño Winery, Enterprise Wine Company, Herrera Vineyard Management and Herrera Vineyard Leasing.

Essential Functions

Accounts Payable

- Receive, review, and attach proper documentation to all A/P vouchers
- Code and record all A/P vouchers
- Review and reconcile all Expense Report and Reimbursement Forms for payment
- Process weekly check runs; cut individual A/P checks as needed
- Routinely review A/P Aging Report
- Maintain proper filing and organization of all A/P files, including unpaid and paid vouchers
- Obtain W-9 from all new vendors with anticipated payments greater than \$600
- Maintain and manage petty cash, and reconcile monthly
- Process 1099 Reports at year end

Accounts Receivable

- Receive, review, and process all sales orders received from distributors/wholesale accounts in QB
- Calculate monthly inter-company billing
- Generate all A/R invoices, including custom crush, custom bottling, and grapes sales
- Send billing statements to customers at their request
- Manage A/R and make collection calls on past due accounts

Inventory

- Process all wine transfers in QB
- Create new product codes, build and receive new items into inventory in QB
- Manage and participate in monthly cased goods and non-wine merchandise physical counts, all inventory locations
- Reconcile all inventory locations monthly
- Maintain proper filing and organization of all inventory files, including physical count sheets, transfer and adjustment documentation and bottling bills of lading

General Ledger

- Calculate and process general journal entries as needed, with proper documentation
- Monthly review of the Trial Balance to ensure no re-class entries are required
- Monthly review of Balance Sheet to identify any issues
- Perform monthly GL Reconciliations of all active Balance Sheet accounts, including all bank accounts.

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Sales

- Import sales transactions from Wine Direct to QB
- Reconcile credit card transactions to statements

Payroll

- Review all time cards and confirm all hours are documented properly and approved
- Process bi-weekly payroll for all companies in a timely manner
- Once approved, generate payroll checks
- Distribute payroll every other Friday by 4 pm
- Load all new-hire personnel into the payroll system with all appropriate data input
- Reconcile sick and vacation hours banked for accuracy monthly

Compliance

- Stays up to day on all Sales/Use Tax License Renewals

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This position is in a professional office environment.

Physical Demands

While performing the duties of this job, the employee is regularly required to speak, hear, stand, walk, and sit for long periods.

Position Type/Expected Hours of Work

This is a full-time position, and days and hours of work are Monday through Friday, 8:00 am to 5:00 pm.

Travel

No travel is expected for this position.

Required Education / Experience / Qualifications

Proficiency in QuickBooks Enterprise

Microsoft Office (Word, Excel, Outlook)

Strong Excel experience in Pivot Tables and VLOOKUP

Strong oral and written communication abilities (bilingual strongly preferred – English/Spanish)

Strong organizational skills, including time and task management

Valid California driver's license with clean driving record

Preferred Education / Experience / Qualifications

3+ years winery and/or vineyard office experience

Knowledge of Wine Direct and Ship Compliant

Send resumes to HR@misuenowinery.com