

ST·FRANCIS

WINERY & VINEYARDS

JOB DESCRIPTION

| | |
|-----------------------------|-----------------------|
| JOB TITLE: | Accounting Specialist |
| DEPARTMENT: | Accounting |
| REPORTS TO: | Controller |
| CLASSIFICATION: | Hourly Non-Exempt |
| DATE/ REVISION DATE: | 8/9/2010 |

St. Francis Winery & Vineyards believes that each employee has the potential to make a significant contribution to the Winery's success. This job description is designed to outline the essential functions of the position, but is not intended to be all inclusive. St. Francis Winery expects that employees will perform additional responsibilities as necessary to ensure the success of the Winery, maximizing contributions while enhancing personal growth and development.

POSITION SUMMARY

Responsible for all preparation and analysis of payroll, accounts payable, and cased goods inventory. This is a regular, full-time, hourly position with a Monday through Friday standard work week. Overtime may be occasionally required, often on short notice.

ESSENTIAL FUNCTIONS

Payroll

- Prepare bi-weekly payroll for employees at multiple locations, ensuring accuracy of payroll input and timely transmission for paycheck processing, handling payroll as a top priority.
- During harvest, prepare weekly payroll for vineyard employees.
- Review and reconcile timekeeping records and interact with managers and employees as needed to ensure timely and accurate payroll processing.
- Input relevant data into the payroll and timekeeping systems.
- Respond to payroll related questions from managers and employees and investigate and resolve paycheck and PTO issues and discrepancies.
- Sort and distribute paychecks and direct deposit vouchers in accordance with established procedures.
- Process wage garnishment orders.
- Prepare and input payroll journal entries.
- Preparation of reports for workers' compensation, EDD, SDI, etc.
- Recommend and implement improved payroll processing policies, processes and procedures to increase operating efficiencies.
- Keep all timekeeping, payroll and accounts payable standard operating procedures up to date

Accounts Payable

- Maintain accounts payable files and records.
- Process all invoices for payment, print and mail checks.
- Respond to vendor and employee inquiries regarding invoices, expenses, and check requests; reconcile any discrepancies.
- Process expense account reimbursements.

- Record credit card expenses in the GL and ensure that statements reconcile with receipts.
- Preparation of 1099's.

Cased Goods Inventory

- Take physical inventory of wine cased goods.
- Prepare inventory reconciliations.
- Prepare wine cased goods monthly costing report and record journal entries.

Accounting

- Assist with monthly closings, journal entries, account reconciliations, year end closing and preparation of audit work papers at year end.
- Assist other members of the Accounting Department as needed.
- Develop and maintain an attitude of teamwork and enthusiastic employee relations between Accounting and all departments and employees.
- Demonstrate a high level of professionalism and the ability to appropriately handle sensitive and confidential information and/or situations, maintaining discretion and confidentiality at all times.
- Fully support Winery policies and procedures.
- Fully support the Winery's commitment to the established Safety practices and policies.
- Special projects and other responsibilities as assigned.

KEY RELATIONSHIPS

- Managers and Supervisors: Work with Managers and Supervisors of all locations to ensure complete, timely and accurate timekeeping and payroll processing.
- All Employees: Interact with all employees as needed to address and resolve Payroll and PTO issues.
- Coordinate and interact with Human Resources on payroll related employment actions, on payroll matters related to and in support of Company policies and procedures and government requirements and about employee payroll issues that may affect employee relations or morale.
- Coordinate with external Payroll administrator as needed to ensure timely and accurate payroll and to resolve payroll and system issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential functions. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience/Skills

- AA degree in Accounting or related field and minimum 3 years relevant experience or equivalent combination of education and experience
- Previous payroll and winery accounting experience preferred
- Knowledge and understanding of current wage and hour laws, general accounting and payroll procedures
- Excellent analytical and problem solving abilities
- Good verbal/written and interpersonal communication skills
- Good judgment, versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to work well within a team environment and effectively communicate among all departments and all levels of the organization
- Highly organized, accurate, detail and multi-task oriented
- Demonstrated ability to calculate figures and amounts
- Ability to complete tasks in an accurate manner within established time constraints
- Strong computer skills in MS Office programs including Word, Excel and Outlook and Navision or comparable accounting software.
- Proficient on Paychex Preview, Time-in-a-Box or comparable payroll and time keeping software.
- Ability to lift and carry up to 45lbs. on a frequent basis

- Bi-lingual in English/Spanish a plus
- Able to work overtime on an occasional basis, with minimal notice

PERFORMANCE REVIEW:

Performance will be measured against accomplishment of job responsibilities and annual goals and strategic objectives using St. Francis Winery & Vineyards performance review system.

WORK ENVIRONMENT:

A majority of job responsibilities will be performed in the administrative office area. Some inventory responsibilities will be performed in the cellar. Some areas of the Winery are cold, wet, slippery and noisy. Heavy equipment and moving parts are present in various areas of the cellar.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be required to sit, operate a computer keyboard, telephone and other office equipment, read, talk and hear for extended periods of time. It also requires ambulatory skills sufficient to walk, climb stairs and visit the cellar on a regular basis and other areas of the Winery and Visitor Center on an occasional basis. Must possess vision, hearing and sufficient digital manipulation skills to utilize a computer keyboard. The employee is also required to balance, stoop, kneel, crouch or crawl in performance of inventory responsibilities. The employee must be able to frequently lift and carry up to 45 lbs.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received a complete copy of the job description and understand the requirements of the position. This job description has been reviewed with me by my Supervisor.

Employee Name (Please Print):

Employee Signature:

Date Received:

Supervisor Name (Please Print):

Supervisor Signature:

Date Reviewed: