**Accounting and Business Office Manager**

**JOB DESCRIPTION**

Our family-owned winery has been farming grapes and making wine in Northern Michigan for nearly 50 years. We are currently looking for an exceptional individual to join our team in the position of accounting and office manager with functions in accounting, logistics, ERP, human resources, and business administration. Our ideal candidate will see this as an opportunity to join a dynamic, fun and continually growing winery, offering an environment for long term and fulfilling professional growth. This position will interface directly with company management on all levels and shares team responsibilities with our in-house CPA, legal counsel and General Manager.

This position requires a great deal of attention to detail in a timely fashion so that deadlines are met. The ideal candidate will be comfortable in a relaxed environment, adaptive to deal with frequently changing priorities and tasks, flexible, and possess the ability to understand and enjoy our company culture.

**RESPONSIBILITIES**

1. Daily on-line banking duties including daily bank reconciliations for multiple bank accounts.
2. Full Accounts Receivable cycle for wholesale program across 28 states– preparation of sales invoices, initiate ACH transactions where appropriate, application of payments received, monitor and follow up aged receivables.
3. Coordinate with sales manager for invoice pricing, the creation and application of sales credits.
4. Full Accounts Payable cycle – input of invoices, prepare weekly payment recommendations, prepare weekly vendor checks, process purchase orders, and reconcile ledger accounts.
5. Assist with overseeing excise and sales tax reports submitted by a third-party service. Prepare and submit monthly Federal and State excise and sales tax reports filed in house.
6. Process transactions within the Company’s ERP System’s modules. These modules are primarily the cash, accounts receivable, accounts payable, and sales modules.
7. Coordinate shipping logistics with outside trucking firms.
8. Maintain relationships with customers’ accounting department.
9. Coordinate with manufacturing plant personnel regarding purchases and receipt of raw materials.
10. Coordinate with marketing manager regarding purchase and receipt of merchandise for sale.
11. Maintain relationship with vendors’ accounting department.
12. Input and process weekly payroll with outside payroll service including proof of timecards and tip allocation reports.
13. Coordinate employee personnel documents for new hire and terminated personnel.
14. Maintain employee personnel files.
15. Minimal receptionist duties within a low traffic office.

**QUALIFICATIONS**

Previous bookkeeping and managerial experience.

Minimum Associate in Accounting degree (Bachelor of Accounting preferred)

Minimum 8-10 years’ work experience

Must have solid computer (Excel and Word), organizational, interpersonal, oral and written communication skills.

Excellent work ethic and habits.

Experience with ERP system and QuickBooks software is preferred.

This position is full time, Monday-Friday. Compensation will be commensurate with experience (starting salary range $50k-$60k), with a generous benefit package. The primary work site for this position is in Omena, Michigan (just North of Suttons Bay).

Interested and qualified candidates should submit a brief cover letter and resume.