

Accounting Coordinator

Full-Time | Dayton, OR

Join a team where accuracy, collaboration, and fun all matter. We're looking for an Accounting Coordinator who's ready to dive into a wide range of responsibilities—supporting accounting operations, managing inventory movements, and ensuring smooth payable processes for a dynamic winery. If you love the mix of detailed work, cross-functional collaboration, and a values-driven environment, you'll fit right in.

What You'll Do

Accounts Payable (Full-Cycle)

You'll keep our payables running smoothly by:

- Managing invoice intake, coding, and routing for approval
- Processing employee expense reports
- Handling distributor billbacks from start to finish
- Entering approved invoices, ensuring accuracy in periods and due dates
- Running weekly checks/ACH batches, printing/ mailing checks, and maintaining organized AP files
- Reconciling vendor statements and resolving discrepancies
- Collecting W-9s and maintaining 1099 data; including 1099 processing
- Annuals AP file archiving

Inventory Coordination

You'll help maintain accurate, reliable wine inventory across multiple locations:

- Monitoring stock levels and maintaining par levels
- Working with internal teams and outside warehouses to prevent outages
- Reviewing and processing wine transfer requests
- Verifying transfers and documenting all movements
- Supporting warehouse/shipping teams to ensure accurate and timely orders
- Conducting monthly physical counts and reconciling variances
- Coordinating trucking and carrier pickups as needed

Wholesale Sales Support (U.S. & Export)

You'll play a key role in supporting sales operations by:

- Approving and entering purchase orders
- Processing National and Export orders with precision
- Handling sample and promo orders
- Setting up and maintaining customer accounts and sales data
- Managing product databases and distributor item forms
- Routing out-of-stock notices and tracking follow-up
- Maintaining allocation and release date documents

Office Support

- Supporting general administrative tasks like opening mail and filing
- Pitching in on special projects as needed
- Supports the team with other tasks as required

What You Bring

- Associate's degree in accounting/finance **or** 2+ years of related experience
- Strong customer service orientation across teams and external partners
- High integrity and a strong sense of responsibility
- Exceptional attention to detail, accuracy, and follow-through
- Clear, professional communication skills
- Solid problem-solving and analytical thinking
- Ability to work effectively in a team environment
- Proficiency with Outlook, Word, Excel, and Teams
- Ability to lift up to 45 lbs. and sit/stand, twist, reach, and bend for extended periods

Why You'll Love Working Here

We're a values-led company that believes in hard work, collaboration, and celebrating wins together. Our team genuinely enjoys what we do—and each other.

If you're energized by purposeful work, a supportive environment, and a role with variety, we'd love to meet you.

What it looks like each day

- Standard business hours are Monday - Friday, 8:00 am-4:30 pm, hybrid remote option
- Wages are paid on an hourly basis. Overtime is paid in accordance with BOLI laws for hours worked over 40 hours per workweek

Located in the heart of the Dundee Hills, we're one of Oregon's last remaining pioneering wineries that is still family-owned and operated. Our passion is crafting a portfolio of wines that reflect the character of our hillside vineyards, and our values guide every aspect of our work. We're proud to be a certified B Corp, to produce wine in a LEED-certified barrel cellar, and our vineyard is certified organic. Above all, we're committed to being good stewards of our land and active contributors to our community.

We are an equal opportunity employer and welcome applicants of all backgrounds. We do not discriminate based on race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status.