

## **Accounting Manager**

### **Full-Time | Dayton, OR**

Join a team where accuracy, collaboration, and fun all matter. We are looking for an Accounting Manager to lead day-to-day accounting operations, including general ledger accuracy, GAAP-compliant financial reporting, cost accounting, and inventory management from grape to bottle, and cash management activities. This role ensures strong internal controls and regulatory compliance and provides clear, timely financial insight to support operational decision-making. The Accounting Manager works cross-departmentally with our internal teams, supervises the accounting staff, and drives continuous improvement across financial systems and processes.

## **What You will Do**

### **Accounting Operations & General Ledger**

- Oversee daily accounting operations and maintain the integrity of the general ledger
- Lead monthly and year-end close processes, ensuring timely and accurate completion
- Prepare and review adjusting journal entries and ensure proper revenue and expense recognition. Maintain, reconcile, and review balance sheet accounts
- Ensure accounting activities comply with GAAP and industry accounting standards
- Maintain fixed asset and depreciation records, including coordination with external CPAs to obtain depreciation reports and support Industrial Property Return (IPR) preparation

### **Financial Reporting**

- Prepare monthly financial statements and internal reports for management
- Perform budget-to-actual variance analysis and provide clear explanations of results
- Prepare reports for departments and support the CFO in financial review and analysis

### **Cost Accounting & Inventory Management**

- Manage and execute GAAP-compliant wine costing and inventory, allocating costs and analyzing yields and cost drivers to provide insight into inventory and cost trends
- Oversee inventory accounting and controls, including reconciliation of physical counts to system balances across all winery and warehouse locations
- Lead inventory reporting and allocation, prepare monthly inventory reports, lead inventory review meetings, establish par levels, monitor and maintain inventory and prevent runouts

### **Cash Management & Treasury**

- Monitor daily banking activity, including line-of-credit usage, to ensure adequate cash availability for operating requirements
- Approve and execute ACH payments and wire transfers
- Prepare monthly bank reconciliations

### **Compliance & External Reporting**

- Prepare workpapers and supporting schedules for annual CPA compilation, working closely with the CPAs to ensure accurate and complete financial reporting
- Prepare supplemental schedules supporting the annual compiled financial statements
- Oversee federal and state regulatory filings applicable to winery operations, including alcohol compliance, tax filings, licenses, and 1099 reporting and prepare Corporate Activity Tax return
- Maintain proper documentation to support internal and external compliance requirements

### **Systems, Processes & Internal Controls**

- Maintain and optimize accounting, costing, inventory, and POS systems and integrations.
- Identify and implement process improvements to increase accuracy, efficiency, and workflow effectiveness
- Establish, document, and enforce internal accounting control procedures
- Maintain a strong understanding of accounting and related systems, lead system improvements and upgrades, and train and support staff in effective system use

### **Team Leadership**

- Supervise accounting staff and manage workload prioritization, ensuring accurate and timely execution of A/P, A/R, order processing, inventory transactions, and compliance activities
- Hire, train, coach, and write reviews to support team members in accounting processes and system usage
- Foster a collaborative, accountable, and meticulous accounting culture

### **What You Bring**

- BA/BS Degree in accounting/finance, and 5+ years of equivalent experience
- Previous wine industry or manufacturing experience a plus
- Excellent oral and written communication skills
- Service-oriented and impeccable personal integrity
- Strong analytical and critical thinking skills, with diligence and accuracy
- Strong knowledge of accounting procedures

- Ability to work well in a team environment and in close working conditions with employees
- Ability to meet required deadlines, multitask, and at times manage multiple deadlines
- Intermediate understanding of MS Excel, Outlook, Word, and financial reporting software
- Excellent keyboarding skills and 10-key by touch
- Must be 21 years of age or older and able to qualify for an Oregon Server's permit

### **Why You Love Working Here**

We are a value-led company that believes in hard work, collaboration, and celebrating wins together. Our team genuinely enjoys what we do—and each other. If you are energized by purposeful work, a supportive environment, and a role with variety, we would love to meet you.

We offer a comprehensive benefits package with tiers designed to support your overall well-being, including medical, dental, and vision coverage, company-paid long-term disability insurance, a 401(k) with employer match, paid time off, and paid holidays. Team members also enjoy employee wine allocations and discounts, hybrid work flexibility, and additional wellness and voluntary benefit options.

### **What it looks like each day**

- Standard business hours are Monday - Friday, 8:00 am-4:30 pm, with a hybrid remote option
- Wages are paid on an exempt, salary basis

Located in the heart of the Dundee Hills, we are 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 are proud to be certified B Corp, to produce wine in a LEED-certified barrel cellar, and our vineyard is certified organic. We are 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.