

## JOB DESCRIPTION (Updated 8/5/2010)

**POSITION:** Accounting Associate  
**DEPARTMENT:** Finance  
**REPORTS TO:** Controller  
**LOCATION:** Quivira Vineyards and Winery  
**EXEMPTION STATUS:** Non-exempt

**Position Summary:** Responsible for general accounting tasks for all companies in the Wine Creek portfolio (Quivira Winery, Quivira Vineyards, La Follette Wines and Torbreck Wines) including A/P, A/R, sales tax, account reconciliations, payroll & benefits administration and month end close activities as directed by the Controller for all Companies.

### Primary Duties and Responsibilities:

- Record and enter accounts payable invoices for all companies. Monitor payments and prepare weekly check runs. Review statements and field vendor calls as needed.
- Prepare bank deposits and record and post AR for all companies.
- Perform general ledger account reconciliations on a monthly basis for all companies. These accounts include, but are not limited to, the accrued credit card expense account and sales tax accounts.
- Process expense reports.
- Allocate Quivira farming costs to the correct cost centers.
- Perform month end bank reconciliation for Wine Creek and Quivira Vineyards.
- Assist with payroll administrative tasks; i.e. H.S.A. and H.R.A. payments, 401(k) payments, and health insurance monitoring.
- Prepare and reconcile out of state sales and use tax returns on a monthly basis. Reconcile sales and use tax collected against Ship Compliant reports.
- Assist in wine and merchandise inventory count and reconciliation for Tasting Room and onsite storage location.
- General office duties – telephone, server tape backup, order supplies and filing.
- Assist in Monthly Financial Reporting as directed by the Controller.
- Monitor Ship Compliant for updates and additional licenses.
- Prepare cash summaries for Controller and CFO to assist in managing cash flow.
- Review and prepare journal entries for employee expense reports and company credit cards.
- Enter wholesale orders and inventory movements for Quivira & La Follette and reconcile GL. (8 step process).
- Record sample, donation and media shipments via order entry.
- Maintain organization of AP files.
- Assist with budget process.
- Assist in special projects as directed by the Controller.

### Key Partnerships:

Winery Management, Vineyard Management, Finance Staff and Payroll Masters

### Key Competencies:

- Strong attention to detail
- Ability to work under tight deadlines
- Team Player

### Education/Experience/Skills:

- Accounting degree or equivalent accounting experience required.
- AMS experience required.
- Ship Compliant experience preferred.
- General ledger experience preferred
- Excellent computer skills.
- Strong analytical, written and verbal communication skills.

Please send resumes to [winecreekjob@gmail.com](mailto:winecreekjob@gmail.com).