

Bookkeeping/accounting position

Wilson Wineries, Healdsburg

PRIMARY JOB RESPONSIBILITIES

- Responsible for deposits and payables.
- Responsible for outsourced payroll.
- Reconcile various general ledger accounts
- Reconcile petty cash accounts.
- Maintain finance department files.
- Special projects as assigned.
- Assist with annual CPA preparation

REQUIREMENTS You need: Minimum of one year experience with payroll, A/P, and general bookkeeping responsibilities. Familiarity with Quick Books, Excel and Microsoft Word. Experience with bookkeeping for multiple companies and departments. Bilingual a plus. Excellent communication skills. Ability to work under pressure, flexibility, ability to work as a team member. Ability to organize, prioritize and work with diverse staff and department managers. Proven ability to effectively manage details in a timely and accurate manner.

24-30 hours/week.

Salary range \$14 to \$17.

Send resume to hiring manager: jonp@mazzocco.com