

## Freixenet USA

**Position:** Accountant

**Location:** San Francisco Bay Area

**URL:** <http://www.freixenetusa.com>

### Job Description

#### SCOPE OF RESPONSIBILITY:

Primary responsibility for accounts payable processing relating to our brands. Manages and performs input of all incoming source documents to ensure complete capture of expenses and accounting period integrity. Secures and reconciles statements and corresponding source documents from vendors and distributors prior to month close, where appropriate, to ensure complete and accurate accrual based accounting. Reconciles various General Ledger accounts. Collaborates with the Accounting team.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews and processes incoming invoices for approvals and coding. Plans and organizes for processing of intra-company payables.
- Processes weekly check runs.
- Researches invoices and reconciliation of vendor statements.
- Attends to vendor and employee inquiries and communication.
- Processes wires and electronic money transactions.
- Reconciliation of related party transactions and accounts.
- Maintains a complete and accurate vendor database.
- Reconciles monthly statements prior to month close, where appropriate.
- Reconciles various General Ledger accounts.
- Responsible for various journal entries for month end close.
- Records all prepayment expenses and deposits correctly and relieves prepaid expense and deposits as appropriate.
- Accrues all liabilities which have been incurred but for which the invoice has not been received.
- Responsible for yearly 1099 reporting.
- Assists with Cash Flow forecasting.
- Responsible for documenting processes and procedures regarding Accounts Payable.
- Assists the Finance department when needed.

#### OTHER RESPONSIBILITIES:

- Proactively gains expertise in the use of information systems with regard to AP and recommends enhancement to improve efficiency and effectiveness.
- Studies and standardizes procedures to improve efficiency of department.
- Continual development to meet company's short and long term goals

## Skills

- Bachelor degree with 3 years experience or Associate degree or equivalent from two-year College/technical school with 5-6 years related experience or equivalent combination of education and experience.
- Strong interpersonal skills and an ability to deal effectively with a diversity of internal and external customers.
- Good judgment, versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm. Acute attention to detail.
- Computer proficiency in MS Office with STRONG proficiency in Excel. AMS experience a plus.
- Must have a valid driver's license.

## Company Description

### FREIXENET GROUP

With just over 100 years of history under its belt, the family-owned house of Freixenet has become a leader in the global market. And while Spanish sparkling wine, or cava, remains Freixenet's flagship product, the Group is also involved in the production of high-quality still wines, thus transcending the borders of Penedès and asserting its presence in other winemaking regions of Spain and other countries of the world.

Currently, traditional production of cava is centered on Freixenet, Castellblanch, Segura Viudas, Conde de Caralt and Canals & Nubiola, all venerable old brands of renowned quality. In California's Sonoma Valley, José Ferrer succeeded in achieving his father's cherished dream of establishing a winery in the United States, planting vines and building cellars launched in 1986 and christened with the name of Gloria Ferrer, José Ferrer's wife. In 1985, Freixenet bought Maison Henri Abelé in Reims, France. Founded in 1757, Maison Henri Abelé is the Champagne region's third oldest winery. In the state of Querétaro, Mexico, a place that offers ideal geo-climatic conditions for grape cultivation despite the absence of a winemaking tradition, Freixenet built the Sala Vivé winery, named after the foundress of Freixenet.

Freixenet has also expanded its production of quality still wines in the major winemaking regions of the world: Penedès, Ribera del Duero, Rías Baixas, Priorat, Montsant and Rioja, Spain; Sonoma Valley, California; Coonawarra, Australia; and Bordeaux, France, where in 2001 Freixenet purchased the hundred-year-old négociant Yvon Mau, with more than 4,000 references and a presence in 150 countries. Freixenet's latest New World acquisition is in Mendoza, Argentina.

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