



**JOB TITLE:** Controller  
**DEPARTMENT:** Accounting  
**REPORTS TO:** VP – Finance

**APPROVED BY:** People Operations  
**APPROVED DATE:** 11/6/2018  
**CLASSIFICATION:** Exempt

**SUMMARY:** This position will have direct responsibility for the organization's accounting activities, to include producing accurate and timely financial and management reports, managing accounting processes and systems, and ensuring that reported results comply with generally accepted accounting principles.

**DUTIES AND RESPONSIBILITIES:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Manage the accuracy and productivity of day-to-day activities of accounts payable, accounts receivable, cash receipts and disbursements, cost and inventory accounting, fixed assets, intercompany transactions, accruals, allocations, and payroll
- Lead the monthly close process, including the issuance of financial statements
- Develop accurate and timely financial reports, including analysis and insights/recommendations, for monthly and annual financial reviews
- Drive efficiency and effectiveness by streamlining, standardizing, and automating financial transaction processing and reporting
- Evaluate, recommend and implement internal controls, accounting policies, procedures and systems, where appropriate
- Manage all bulk wine inventory and cost accounting functions; review and improve inventory costing methodologies
- Work independently to analyze and consult management on recommended changes relating to overall business improvements
- Perform budget variance analysis for specific cost centers and/or facilities.
- Provide support for external financial audits
- AD-HOC projects and reports as requested by management

**QUALIFICATIONS:**

- Bachelor's degree in Accounting or Finance
- CPA preferred; CMA and/or MBA a plus
- Recent experience in a Controller (or similar) position, with progressive levels of responsibility and a solid understanding of US GAAP
- Strong knowledge of inventory cost accounting and inventory control for wineries, or equivalent experience in an agriculture or manufacturing environment
- Technologically savvy, with a working knowledge of Microsoft Office and an advanced proficiency in Excel

- Strong detail and accuracy orientation. Proven analytical experience in accounting/finance; undeterred by challenges lacking a standard solution
- Strong interpersonal and oral/written communication skills
- Self-motivated and self-directed; working well in a multi-task environment within the constraints of deadlines
- Ability to work with confidential information on a regular basis

**WORK ENVIRONMENT:**

- Work is mainly performed in a normal office environment.

*-Must pass a comprehensive background check and drug screen.*

*-Must adhere to all Company, Federal and State Food Safety Regulations and Policies*

*-This organization participates in E-Verify*