



**JOB TITLE:** Cost Accounting Manager

**DEPARTMENT:** Finance

**REPORTS TO:** VP – Finance

**APPROVED BY:** People Operations

**APPROVED DATE:** 11/2018

**CLASSIFICATION:** Exempt

**SUMMARY:** The position will have direct ownership for all day-to-day activities related to the organization's inventory and cost accounting functions, including associated processes, policies and procedures.

**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.

- Lead the annual development of standard wine costs, working with finance and operations teams to improve inventory costing methodologies and overall understanding throughout the organization.
- Drive the on-going development of cost and inventory accounting systems, seeking to streamline the use of technology wherever possible.
- Improve segment reporting (bulk wine and cased goods), including the automation and standardization of management reports.
- Proactively reconcile and analyze significant variances and provide interpretive comments and recommendations to management.
- Coordinate the monthly and year-end closing processes for cost of goods sold, including preparation and review of journal entries.
- Review and document accounting policies and procedures and recommend/implement necessary changes. Establish controls to ensure accuracy of inventory records.
- Develop metrics and tracking systems for major cost drivers, including grapes and other operational inputs.
- Prepare cost estimates for new products to facilitate the establishment of selling prices and production forecasts.
- Provide support for internal and external audits, including physical inventory counts.
- Perform ad-hoc reporting and other duties as assigned.
- Guide and develop activities of the organization's Cost Accountant.

**QUALIFICATIONS:**

- Bachelor's degree in Accounting.
- CPA or CMA a plus.
- 7+ years of progressive accounting experience.
- Knowledge of inventory cost accounting and inventory control for wineries, or equivalent experience in an agriculture or manufacturing environment.
- Proficiency with Microsoft Office, specifically an intermediate/advanced working knowledge of 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.

**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*