



## POSITION DESCRIPTION

**TITLE:** Payroll/Accounts Payable/Inventory Associate

**REPORTS TO:** Controller

**SUPERVISES:** None

**STATUS:** Full time/Non-Exempt/Benefitted

### SUMMARY:

This position provides support to the Controller and HR in the processing of payroll, employee benefits, deductions, and withholdings. Responsible for payroll reconciliations including related balance sheet accounts. Also responsible for timely, accurate processing of accounts payable. Responsible for accounts payable and accrued expense reconciliations. This position will also manage inventory, including inventory reconciliations.

### SOME OF THE ESSENTIAL DUTIES:

#### *Payroll Administration for Domaine Carneros and Champcal Estates:*

- Processes bi-weekly payroll for Domaine Carneros and Champcal Estates, audits time records; ensures accuracy of input, timely delivery of payroll, runs reports for Controller; verifies accuracy of time reports vs. payroll coding.
- Reconciles monthly billings from benefits providers: medical, dental, life, 401(k), flex plan, EAP, AFLAC, etc. to ensure accurate and timely billing adjustments and payments; reconciles employee contributions.
- Monitors payments from former employees on COBRA, follows up as necessary.
- Monitors vacation, sick and holiday accruals for accuracy
- Reconciles Payroll Register to General Ledger quarterly. Reconciles all related balance sheet accounts.
- Provides Payroll and Benefits analysis, as needed.

### *Accounts Payable:*

- Processes all accounts payable data entry in CYMA program. Responds to vendor and in-house questions, reconciles, follows up and resolves outstanding A/P matters. Prints checks and ensures timely and accurate payment of invoices to avoid finance and late charges.
- Sorts and files accounting records and data, gathers information, posts records, compiles data, makes and checks basic calculations.
- Responsible for 1099's.
- Reconciles Accounts Payable subledger to General Ledger and accrued expense accounts.
- Reconciles vendor statements.
- Reconciles credit card statements.

### *Inventory:*

- Updates database with all movements of inventory to enable all departments to accurately predict inventory levels and to plan accordingly; communicates to and with various department heads to include Hospitality, Wine Club, Production, Cellar and the Controller.
- Reconciles month end inventory balances.
- Responsible for 702 and payment of California and Federal Excise Taxes.

### **ESSENTIAL REQUIREMENTS:**

- Bachelors degree or its equivalent with 2-4 years of Payroll, A/P and inventory related experience or equivalent combination of education and experience.
- Thorough knowledge of local, State and Federal laws surrounding wages and hours laws and benefits administration.
- Must have a working knowledge of accounting concepts, practices, and procedures.
- Knowledge of spreadsheets and the ability to reconcile complex data.
- Advanced Excel skills.
- Ability to maintain strict levels of confidentiality.
- Strong interpersonal skills, builds rapport and inspires trust.

### **REQUIRED QUALIFICATIONS:**

- Ability to sit for extended periods of time.
- Operate a 10-key and other usual office equipment.
- Ability to move freely though all work areas.
- Requires occasional lifting of items up to 35 pounds such as mail bins, boxes of office supplies, printed materials, etc.
- Routine and reliable attendance is a requirement of this position.

**PREFERRED**

- Ability to communicate effectively in Spanish.
- Knowledge of the wine industry and associated business challenges.

**APPLY:**

By email: [resume@domainecarneros.com](mailto:resume@domainecarneros.com)

By fax: (707) 676-1698

By mail: PO Box 5420, Napa, CA 94581