

## Hamel Family Wines Accounting & Sales Support Associate

### ABOUT HAMEL FAMILY WINES

Hamel Family Wines (“HFW”) is a limited-production winery primarily focused on producing high quality, terroir-driven Cabernet Sauvignon blends from estate vineyards in Sonoma Valley and the Moon Mountain District.

### POSITION DESCRIPTION

This is a hybrid position with responsibilities in both the accounting and sales sides of the business. In accounting, this position will support the accounting team by recording the day-to-day financial transactions as they relate to company purchases, sales, receipts and payments. In sales, this position will support the National Sales Manager by processing incoming orders, reviewing and reporting depletion sales data and providing first-class customer service.

### KEY RESPONSIBILITIES

#### Accounting Responsibilities

- Receive, code and enter vendor invoices;
- Generate semi-monthly check run approval spreadsheet;
- Reconcile vendor statements, research and correct discrepancies;
- Receive vendor invoice approvals as needed;
- Process wholesaler bill-backs;
- Create and record monthly sales entry from POS system to accounting system;
- Generate invoices and send to wholesale customers;
- Manage accounts receivable invoicing and collection;
- Record cash receipts and make bank deposits;
- Maintain the petty cash fund;
- Perform monthly credit card statement reconciliation;
- Develop and maintain Excel spreadsheets for accounting functions;
- Other tasks and responsibilities as assigned.

#### Sales Support Responsibilities

- Review purchase orders for accuracy of item vintage, item availability, pricing, payment terms and shipping instructions;
- Confirm orders with distributors and fulfillment warehouse;
- Provide first-class customer service;
- Input orders from retailers and distributors into the sales system;
- Regularly compare inventory levels and sales trends to ensure adequate stock availability and timely vintage transitions;
- Compile and review monthly depletion reports to provide support to National Sales Manager;
- Maintain a database of key distributor contacts by market;
- Enter and maintain new distributor and new product set ups in the transaction system;
- Coordinate materials for sales presentations;
- Onsite customer service contact for retailer and distributor customers;
- Coordinate winery visits for key retailers and trade visitors.

### EXPERIENCE

- Bachelor’s degree in accounting or business-related field, or equivalent work experience.
- Minimum of two years previous accounting experience.
- Experience with QuickBooks accounting software and Excel spreadsheets.
- Wine/alcohol beverage industry experience desirable.

### QUALIFICATIONS

- Strong personal ethics and high level of integrity.
- Energetic self-starter with demonstrated ability to communicate effectively, work with others in a matrix environment.
- Work cooperatively as a member of a team and be committed to the overall team objectives rather than self-interest.

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- Attentiveness to confidentiality.
  - Excellent communication skills, both verbal and written.
  - Professional in all customer interactions.
  - Strong time manager with respect for deadlines.
  - Ability to perform recurring tasks with a high level of accuracy.
  - Ability to identify errors and solve problems.
  - Ability to work independently and report regularly to HFW management.
  - Excellent organizational skills.
  - Strong analytical skills.
  - Decisive and critical thinker.

#### **PHYSICAL REQUIREMENTS**

- Ability to lift wine cases of 50 lbs.
- Regularly work on repetitive tasks
- Frequently bend to file and maintain files

#### **APPLICATION**

To apply, please send a cover letter and resume to [info@hamelfamilywines.com](mailto:info@hamelfamilywines.com). Any additional attempts to contact Hamel Family Wines via phone or email will result in your removal from candidacy.