



Accounting Analyst

Oregon's leading family-owned winery seeks to hire an experienced Accounting Analyst. This is an amazing opportunity for a business minded individual to join our dynamic team at King Estate Winery. Our ideal candidate should be customer-centric with a strong business and accounting acumen.

Essential Job Functions:

- Update receivables by totaling unpaid invoices
- Verify validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments and customers
- Resolve valid or authorized deductions by entering adjustments
- Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department
- Update job knowledge by participating in educational opportunities
- Accomplish accounting and organization mission by completing related results as needed
- Process accounts and incoming payments in compliance with financial policies and procedures
- Manage bulk orders and purchases
- Negotiate contract terms and conditions with business partners and vendors
- Analyze and develop strategies to maximize sales
- Organize and assist with maintaining inventory
- Ensure all shipments are received and dispatched on time
- Review sales KPIs and prepare sales report
- Monitor discount opportunities
- Charge expenses to accounts and cost accounting by analyzing invoice/expense reports.

Skills and qualifications:

- General understanding of 3-tier alcoholic beverage sales regulations
- Demonstrate success with reporting research results
- Excellent professional verbal and written communication skills
- Strong analytical skills – ability to analyze reports and data
- Accurate data entry skills
- Proven working experience as Accounts Receivable Clerk, Manager or Accountant
- Solid Understanding of accounting principles, fair credit practices and collection regulations
- Proven ability to calculate, post and manage accounting figures and financial records
- Excellent negotiation skills
- Ability to leverage business-building and relationship opportunities

Education:

BS Degree in Finance, Accounting or Business Administration

Salary range \$45,000 to \$65,000/year and includes health insurance, matching 401K, and more. Please submit your Resumé/CV to careers@kingestate.com. Job is on-site; no option of remote officing.