



Accounting Coordinator (South Napa)

Primary Responsibilities:

Accounts Payable Processing

- Process all incoming vendor Invoices
- Obtain Invoice authorization from appropriate internal stakeholders
- Prepare checks and mail to vendors weekly or as needed
- Communicate with vendors and resolve discrepancies
- File paid invoices
- Process AMEX expense reports

Additional Accounting Responsibilities

- Accounts Receivable Support to include:
 - Raise outgoing customer invoices
 - Record bank deposits (check and ACH)
 - Liaison with customers, resolve issues & provide copy documentation as required
 - Chase receivables
 - Ad-hoc customer account reconciliations
- Assist with month-end closing procedures
- Assist with year-end filings
- Process credit applications, remittance from customers and miscellaneous billing information
- Assist Production, Operations and Sales teams when necessary
- Additional ad hoc support, as needed, for finance and accounting function

Qualifications

- 2+ Years Prior Accounting Experience Required
- Experience with Accounts Payable and Accounts Receivable
- Proficient in Microsoft Office, particularly Microsoft Excel, NetSuite (or similar ERP software), Adobe PDF, Dropbox (or similar cloud-based filing system) & Google Docs
- Detail oriented and diligent
- Excellent verbal and written communication skills

Expectations

- Professional, reliable and possesses a sense of urgency; able to work with little to no supervision
- Excellent attention to detail
- Self-motivated with a self-starter mentality
- Problem-solver