



**ECO TERRENO**  
WINES & VINEYARDS

**Job title**

Finance/Office Administrator

**Classification**

Full-time, Non-Exempt

**Pay Range**

\$32 - \$38 Hourly

**Reports to**

Tasting Room & Operations Director

**Supervisory Responsibilities**

No

**Job Summary**

As the Finance/Office Administrator you will be responsible for providing comprehensive administrative support ensuring smooth daily operations.

This role is someone who enjoys a generalist approach to administrative duties that include supporting the following business functions: Finance, Operations, and Human Resources. This role will include managing office logistics, communications, record-keeping, and light administrative HR support.

In collaboration and support from the company's Fractional Bookkeeper, you will manage financial records, process transactions, and prepare reports to ensure accurate financial reporting and compliance with regulations.

**Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Accounting/Finance:**

- Primary Point of Contact for all vendors
- Organize, upload and process all invoices, credit memos, and auto pay accounts
  - Operate and organize Accounting email
  - Organize, process, and file all invoices, statements, emails, and vendor communications
- Organize and maintain bills to pay spreadsheet and accounting calendar
- Keep wines, vineyards, Lyon & Swan Quickbooks up-to-date with new products, customers, and vendors
- Wholesale credit memos (work with Operations Director)
- Provide and initiate weekly cash requests
- Contact Vendors upon expiration to obtain current W9s and certificates of insurance

- Organize and send 1099s by January 30th each year for independent contracting vendors
- Harvest invoicing for Eco Terreno Vineyards, Bulk Wine Sales, and Bottling clients
- Update and track live check log
- Provide Notary services
- Assist with budget and projections for annual review
- Weekly journal entries for: Point of Sale software for San Francisco Tasting Room, Sonoma Office, Farm and Garden
- Bi-weekly reconciliations of all expense accounts
- Close accounting books with financial reporting support monthly.
- Generate weekly, monthly and quarterly financial reports
- Conduct daily sales audits for tasting room, review bank receipts, and credit card usage
- Communicate with team members that have a company Credit Card weekly to receive all receipts on the statement in a timely manner
- Generate monthly and quarterly tax reporting for San Francisco, Sonoma, and Cloverdale locations
- Create invoices for produce and farm sales
- Develop AP and AR reports offering insight into company billing and bill pay practices
- Create bi-weekly cash position reports and spreadsheets

#### Administrative:

- Scan and Deliver Office documents
- Take mail to USPS and UPS
- Weekly inventory to all needed team members
- Operations meeting agenda and notes
  - Provide sales information during meetings
- Set-up and maintain IT, Phones, and computer/tech services at all locations: Sonoma, San Francisco, Cloverdale.
- Aid in sending and filing 1099s
- Assist with maintenance of San Francisco and Sonoma locations (coordinating maintenance)
- Backup to processing Wholesale orders if the Operations Director is unavailable
- Maintain vehicle registrations and maintenance needs
- Support the Director of Operations
- Maintain the Calendars
  - Birthdays
  - Anniversaries
  - General

#### HR Support:

- Collaborate with HR Consulting firm to post job openings and schedule interviews
- Liaison between HR and on-site employees for personnel needs
- Collaborate with insurance broker and Director of Operations on open enrollment and benefit deduction reconciliation.
- Coordinating safety vendor meetings and updating labor law posters

#### Operations and Compliance Support:

- Weekly bulk and bottled wine inventory reporting and audits
- Monthly inventory report to wholesale distributors
- Support operations Director with any operations or compliance needs

#### **Qualifications/Education/Experience**

- Bachelors degree or equivalent experience
- Working knowledge of a small business financial technology: Quickbooks Online, Online Bill Management and Payment ( Bill.com)
- Experience with record keeping of confidential information
- Willingness to travel to Cloverdale Vineyard and San Francisco Tasting Room as-needed
- Attention to detail with numbers
- Ability to work and contribute as a team member
- Willingness to work and grow in all capacities

#### Preferred Qualifications:

- Bachelors degree in accounting, business, management of human resources or related field
- Extensive Quickbooks experience - 4+ years
- HRIS/ATS/Payroll experience
- Bilingual (English/Spanish)

#### **Language Skills**

Fluent in English with excellent written and verbal communication. Spanish speaking ( bilingual ) a plus. Ability to read, analyze, and interpret documentation. Ability to respond effectively to inquiries and complaints.

#### **Mathematical Skills**

Ability to record accounting transactions and create & maintain financial documents. Ability to compute formulas and graphs in excel. Efficiency with Computers to navigate accounting softwares (Quickbooks, Microsoft 365, Word,Excel, Outlook, Teams).

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee must have strong fine motor skills and is regularly required to sit; crouch and stand back up many times a day; walk/stand for at least 8 hours a day; reach overhead; use keyboard and mouse for at least 8 hours a day; and ability to hear and speak. The employee must have the ability to lift and carry at least 20 lbs. Specific vision abilities required by this job include strong or correctable near visual acuity, close vision, distance vision, depth perception, and ability to adjust focus.

#### **EEO and Harassment Statement**

Eco Terreno provides equal employment opportunities (EEO) to all applicants, contractors, and employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. This policy applies to all terms and conditions of work, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Eco Terreno expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of contractors and employees to perform their job duties may result in discipline up to and including discharge.

**Note:** This is not necessarily a complete list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the association reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change, (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

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Employee Name

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Employee Signature

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Date