



## Position Description: **Senior Accountant**

Entrepreneurial and fast-growing Distillery in Manassas, VA seeks Senior Accountant responsible for all aspects of company financial reporting and accounting. Specific responsibilities will include: journal entries, cost accounting, inventory tracking, account reconciliations, account analysis, local and sales and use taxes and financial statement preparation. Position reports directly to the CEO and mentored by outsourced CFO.

**Regular/Temporary:**           **Regular**  
**Full-Time/Part-Time:**       **Full -Time**  
**Exempt/Non-Exempt:**       **Exempt**

### **Essential Functions:**

- Handles day to day accounting functions including but not limited to processing Accounts Payable invoices and Accounts Receivable, cash management, paying and filing bills, preparation of supporting schedules, reconciling account balances and preparing adjusting journal entries
- Reconciles sales per point of sale system to the general ledger
- Processes Timesheets/Payroll using outsourced payroll service and maintains HR/Benefits related documents
- Manages physical inventory counts, investigates discrepancies and variances for raw materials, work in progress, finished goods and merchandise
- Prepares and files monthly sales and use tax return and annual State and local business returns
- Prepares information for tax accountants for federal and state income tax returns
- Assist in yearly Budget development and Revenue Projections
- Fosters communication between departments to accurately track information and facilitate management of the business
- Interfaces with software technical support
- Ensures compliance with GAAP principals
- Prepares monthly financial statements as well as Cash Flow and other reports as requested by CEO
- Assist with other tasks and responsibilities as needed

### **Applicant Qualifications**

- Bachelor's degree in accounting with 4-5 years of industry experience or 2-3 years of public accounting experience and an ability to quickly learn industry essential functions
- CPA preferred; CMA a plus
- Experience with QuickBooks Premier Desktop and proficiency in Microsoft Office software
- Manufacturing/retail experience desired
- Distillery/brewery/winery experience a plus



## Position Description: **Senior Accountant**

- Familiarity with state and local reporting requirements a plus
- Ability to work well with limited supervision
- Must be responsible and well organized
- Team player, good communicator, accurate and attention to detail

### **EEO and At-Will Statements:**

KO Distilling provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, or military status in accordance with applicable federal, state and local laws. This position is an At-Will Position, meaning that the employer or the employee can end the employment relationship at any time, with or without notice, for cause or without cause unless there is a written, signed contract to the contrary signed by the company President.

### **Physical, Mental, Environmental Requirements:**

This position is primarily administrative and will require the employee to work at a laptop/computer workstation for the majority of the workday. Employee should be able to sit at a workstation for 6-8 hours per day. Employee must be able to communicate verbally in-person or via telephone and must be able to communicate (type) using a keyboard. The employee will be required to walk throughout the facility to monitor inventory and to communicate with other employees. As this is an accounting position, the employee will be required to think clearly and perform accounting functions. The position will primarily operate in a climate-controlled environment.

*This position is available immediately. Compensation package will be commensurate with education and experience; eligible benefits included.*

**Send resumes to [bill@kodistilling.com](mailto:bill@kodistilling.com).**