



DOMAINE SERENE

## Domaine Serene Sr. Financial Analyst

*Founded in 1989 by Ken and Grace Evenstad, Domaine Serene has quickly become Oregon's iconic producer of world-class Pinot Noir and Chardonnay and is the only winery in the world to have secured a top 3 or better ranking for Pinot Noir and Chardonnay from Wine Spectator's coveted Top 100 Wines of the Year list. Located at the top of the Dundee Hills in the Northern Willamette Valley, Domaine Serene's picturesque Winery Hill Estate is home to one of the world's most advanced winemaking facilities and is the future home of Oregon's first custom-built winery dedicated exclusively to the production of world-class Chardonnay and sparkling wines (white winery completion date March 2018). Domaine Serene owns and meticulously farms over 700 acres of land, including 250+ acres of world-class, hillside Pinot Noir and Chardonnay vineyards, all of which are dry-farmed and LIVE certified sustainable.*

*In April 2015, The Evenstads purchased Château de la Créé, a beautifully restored Château and state of the art winery located in Santenay, Burgundy dating back to the 15th Century. The Evenstads are proud owners of a modern gravity-flow winery in Santenay as well as 25 acres of sustainably-farmed vineyards throughout the Côte de Beaune. The French portfolio in Burgundy consists of three brands, including Les Tourelles de la Créé, Château de la Créé and Maison Evenstad.*

### **Mission of the Sr. Financial Analyst:**

The Sr. Financial Analyst will work with the finance, accounting, and operations teams at Domaine Serene to provide timely and accurate financial reports and contribute key business and financial insights, analysis, and actionable data to our internal departments.

### **Core Position Expectations:**

- Provide ongoing support to the Finance Manager, Director of Hospitality Operations and the Director of Club & National Sales in each of the functional areas:
  
- Reporting & Financial Analysis
  - Provide sales reports and variance analysis for individual departments that include the following: Wine club pre & post shipment analytics, depletions, flash reporting, weekly sales reporting, revenues/sales projections, trend reports, and allocation reporting.
  - Assist in the development of and maintain KPI reports and dashboards.
  - Utilize reporting tools to provide business recommendations to multiple demand channels in a way that maximizes profit and inventory
  - Manage and elevate product run-off models to analyze & predict demand.
  - Prepare month end sales audits to ensure internal controls are properly working.
  - Develop and maintain presentation templates.
  - Assist with new report development as needed
  
- Business Planning
  - Assist the Finance Manager with the processes, timelines and execution of budgeting, forecasting, and strategic planning.
  - Update and maintain the supply and demand model to assist with product allocations and business demand
  - Support internal managers and departments with reports, presentation templates, insight, and assist in project execution.
  
- Payroll Calculations

- Assist the DTC team with payroll processing by calculation the bi-weekly and monthly commissions, tips, and incentives for payment.

**Education:**

- BS/BA in Business Administration, or related field, or the equivalent combination of education and/or 3-5 years' experience is required.

**Professional Requirements (licenses, programs, or certificates):** N/A**Knowledge, skills and abilities:**

- Strong analytical and problem solving skills, with the ability to manage and prioritize multiple projects and delegate tasks as appropriate.
- Exceptional organizational skills and attention to detail. Ability to multi-task and adjust priorities to meet deadlines on short notice.
- Ability to dissect data from multiple systems and platforms with the end of goal of maintaining data integrity across varying systems.
- Ability to build reporting that meets our ever-changing business needs, in both ad hoc and long term exercises.
- Ability to work independently with minimal supervision
- Ability to operate with flexibility and focus in a fast-paced, evolving environment.
- Strong interpersonal skills and demonstrated ability to build and maintain relationships at all levels of an organization.
- Excellent oral and written communication skills. Ability to draft reports, business correspondence, policies and proposals in a highly effective and efficient manner.
- Ability to demonstrate discretion, good judgment, tactfulness and diplomacy.
- Demonstrated ability to research and resolve problems, including data mining and analysis.
- Strong customer service skills with the ability to work successfully in partnership with operations.
- Demonstrated knowledge of MS Office, including Word, Excel, and PowerPoint. Microsoft Dynamics, WineDirect, and Power BI Reporting experience a plus.

**Experience:**

- Minimum 3-5 years professional finance, planning, and/or accounting experience is required.
- Proficient in all Microsoft Office applications, with particular emphasis on Excel.

**Compensation Profile:**

The compensation package is competitive and includes bonus potential. Additional benefits include health, dental and vision care, a 401K program with employer match, term life insurance, paid time off (PTO) and paid holidays. Ability for remote work (1-2 days weekly) after successful completion of 90-day training plan.