



DOMAINE SERENE

GRAND VIN DE BOURGOGNE



CHÂTEAU DE LA CRÉE
DEPUIS 1431

GRAND VIN DE BOURGOGNE

Maison
Evenstad



GRAND VIN DE BOURGOGNE

LES TOURELLES
de la Créée

Accounting Specialist

Evenstad Estates is a portfolio of world-class Pinot Noir and Chardonnay brands from Oregon and Burgundy that is positioned to change the landscape of fine wine by re-defining the reference for world-class Pinot Noir, Chardonnay and winery hospitality.

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 home of Oregon's first custom-built winery dedicated exclusively to the production of world-class Chardonnay and sparkling wines. Evenstad Estates 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 Créée, 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 some of the most renowned districts of the Côte de Beaune. The Evenstad's vineyard holdings include 18 distinct vineyard climates in the districts of Pommard, Volnay, Meursault, Puligny-Montrachet, Chassagne-Montrachet, Santenay and Maranges, and include seven Premier Cru vineyards. Evenstad Estates now encompasses three brands in Burgundy, including Les Tourelles de la Créée, Château de la Créée and Maison Evenstad.

Inspiring a team of talented winemakers and viticulturists, Ken and Grace Evenstad strive to continually change the landscape of fine wine by leading the quality pursuit of Pinot Noir, Chardonnay and sparkling wines. Evenstad Estates is currently in the process of being protected by a one-of-a-kind legacy trust, ensuring that it can never be sold, and that the pursuit of quality will endure for centuries to come.

Mission: The Accounting Specialist is responsible for accounting and clerical functions to support management. The primary responsibility is the timely processing of Accounts Payable and assist with general ledger accounting and monthly closings in accordance with internal policies/procedures and GAAP.

Role and Responsibilities:

- Research and setup new vendors and maintain annual compliance.
- Coordinate invoice data input and enforce the mandated approval and payment process.
- Responsible for ensuring the integrity of the company AP software systems (Accrualify and Navision).
- Assist in the internal documenting and processing of monthly credit card statements.
- Process reimbursement of employee expense reports (Expensify).
- Prepare and audit weekly check runs.
- Reconcile vendor statements.
- Respond to all vendors' inquiries.
- Maintain AP records and files.
- Maintain accounts payable aging report.
- Assist in month end closing, prepare designated account reconciliations.
- Prepare ACH and credit card AP entries for GL posting.
- Assist with company special projects.

Requirements and Qualifications:

- Minimum 3-5 years professional accounting experience, with at least one year of full cycle A/P experience is required.
- Experience with Accrualify and Microsoft Navision accounting software and wine industry experience are both a plus.
- Strong problem-solving skills, with the ability to manage and prioritize multiple projects.
- Exceptional accuracy, organizational skills, and attention to detail.
- Ability to multi-task and adjust priorities to meet deadlines on short notice.
- Ability to work independently with minimal supervision.
- 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 demonstrate discretion, good judgment, tactfulness and diplomacy.
- Strong customer service skills with the ability to work successfully in partnership with operations.
- Demonstrated knowledge of MS Office, including Word and Excel.
- Regular, reliable and punctual attendance.

Company Core Values:

- Integrity
- Quality Focus
- Continuous Improvement
- Perseverance
- Hard Work
- Commercial Courage

Compensation Package: Competitive compensation package with bonus eligibility. The benefits package is comprehensive and includes health, dental, vision and a 401K program with employer match, term life insurance, 15 days of personal time off and an additional 10 paid company holidays.