GLENORA WINE CELLARS
Winery · Inn · Restaurant
Setting the Standard of Excellence Since 1977

Accounting Manager

Location: Finger Lakes Region / Upstate New York (On-Site)
Position Type: Full-Time
Industry: Wine & Vineyards, Hospitality
Reports To: Assistant Corporate Controller & Chief Operating Officer

Position Overview

The **Accounting Manager** is a key member of the management team responsible for directing daily financial operations, full-cycle accounting, cost accounting, and regulatory compliance. Operating independently within a collaborative environment, this role oversees financial reporting, inventory management, payroll, and specialized state and federal alcohol excise tax filings (TTB and NYS SLA).

Work Structure & Schedule

This position is primarily based on-site at our winery facilities in the Finger Lakes region to support daily physical operations, inventory management, and collaborative leadership. However, periodic remote work flexibility is available for routine focus tasks and administrative workflows, subject to operational demands and supervisor approval.

Key Responsibilities

Financial Operations & General Ledger

- Manage full-cycle accounting in accordance with GAAP standards, including Accounts Payable (A/P), Accounts Receivable (A/R), General Ledger (G/L), and cash management.
- Perform monthly account reconciliations, adjusting entries, and month-end/year-end closing procedures.
- Direct the preparation of annual budgets and forecasting
- Prepare and analyze monthly financial statements, cost accounting reports, and variance analyses against budgets and forecasts.
- Coordinate with external CPAs and auditors for year-end tax preparations and financial reviews.

Inventory & Cost Accounting

- Direct inventory control, oversight, and physical stock counts.
- Manage complex inventory costing and valuations across bottled wine, bulk wine, packaging supplies, and tasting room merchandise.

Regulatory & Tax Compliance

- Prepare and file New York State sales tax, state alcoholic beverage tax, and B&O tax returns.
- Accurately execute Federal Excise Tax filings and **TTB Form 702** (Report of Wine Premises Operations) on schedule.
- Maintain complete operational compliance with NYS Liquor Authority (SLA) and Federal Alcohol and

Tobacco Tax and Trade Bureau (TTB) reporting guidelines.

Payroll, Insurance & Systems Administration

- Oversee payroll processing, benefit record maintenance, and related tax withholdings.
- Maintain operational knowledge of company computer systems, databases, and accounting software.
- Coordinate business insurance policy renewals

Qualifications & Requirements

- **Education:** Bachelor's degree in Accounting, Finance, or a related field (*CPA or MBA preferred*).
- **Experience:** Minimum 3–5 years of progressive G/L accounting experience on integrated computerized systems. Direct experience in winery accounting, beverage manufacturing, agriculture, or food & beverage cost accounting is highly preferred.
- **Technical Skills:**
    - Advanced proficiency in Microsoft Office Suite
    - Experience with QuickBooks Enterprise
    - Hands-on experience with audited financial statements and journal entry reconciliations.
- **Compliance Knowledge:** Practical working knowledge of local, state, and federal taxes, specifically TTB Form 702, federal excise taxes, and NYS wine regulatory filings.
- **Professional Attributes:** Strong analytical and problem-solving skills; excellent verbal and written communication; ability to take initiative and work independently with minimal support staff.

What We Offer

- **Salary Range:** $70,000 – $90,000 *(Commensurate with experience)*
- **Benefits:**
    - Health, Dental, and Vision Insurance
    - Paid Time Off (PTO) and Paid Holidays
    - Retirement Savings Plan (401k)