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## **PRODUCTION ANALYST**

### **GENERAL**

- Work location: 1150 Priska Drive, Paso Robles, CA
- Full-time position, non-exempt status
- The Production Analyst reports to the General Manager

### **JOB DESCRIPTION**

#### **1. Planning**

- Preparing annual operating plans for VMI and the individual vineyards (clients) in cooperation with General Manager and President
- Planning of efficient office management, administration, and reporting

#### **2. Vineyard Management**

- Support General Manager with the procurement of goods, services, and equipment
- Organize and complete the collection, analysis, and presentation of vineyard data
- Organize and supervise regular and complete groundwater table measurement at all wells managed by VMI
- Maintain database on water tables for each well, cost of water pumping (electricity, fuel), well maintenance & repairs, and annual calculation of overall water cost per acre ft. per well
- Supervise solar plant performance, data collection and calculation of financial benefits
- Update of all vineyard maps on a continued basis, maintaining custom maps
- Maintain database of harvest activities and yield statistics
- Reconcile and invoice all grape deliveries
- Support General Manager with cost control and cost allocations for individual vineyards and VMI
- Administration of SIP Certification program
- Manage special projects as assigned
- Maintain actual cost control data for all custom operations
- Maintain up-to-date equipment inventory
- Implement and maintain repair cost tracking system

#### **3. Accounting, Reporting & Administrative**

- Calculate and analyze wine costing allocations within costing system
- Review and support accurate coding for A/P and A/R
- Review cost allocations between clients and VMI
- Update monthly cash flow reports for client accounts and VMI
- Assist General Manager and Director of Finance in preparing annual budgets and quarterly cash flow reports
- Prepare quarterly financial reports including variance/analysis
- Support General Manager in communication with clients, wineries, and vendors
- Perform administrative work related to agency representation of landowners such as the review of land and taxes, government reports, and relations to property neighbors
- Update Market databases such as grape acreage, yield and prices

## GENERAL REQUIREMENTS

- Bachelor's Degree preferred, in Agricultural Business or Viticulture
- 1-3 years' experience in an accounting or analytical role
- Excellent Excel skills and experience with Microsoft Office Suite
- Ability to foresee problems and act with a hands-on approach and can-do attitude
- Ability to maintain workflow under pressure and in a fast-paced environment
- Ability to prioritize, work expeditiously, proactively, and follow-through on projects
- Excellent organizational and time management skills with meticulous attention to detail

**Please send resume to:** Viticultural Management, Inc.  
Attn. Human Resources  
1200 Priska drive  
Paso Robles, CA 93446

**Or by e-mail in PDF format only to:** [jobs@vinarobles.com](mailto:jobs@vinarobles.com)  
**Please no phone calls**

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## ABOUT VMI

Viticultural Management, Inc. (VMI) provides full service cultural care and business management to vineyard owners in the Central Coast region of California. We are currently providing full-service vineyard management and operation on over 1,500 acres. VMI performs additional custom farming services such as vineyard planning and development and harvest. Our core principles include, among others:

- We care for the vineyards in the best possible, responsible, and professional way.
  - We apply the newest proven technologies based on sound science and have an open mind towards new ideas and innovations to the benefit of our vineyards and the environment
  - We implement integrated pest management and sustainable vineyard practices through third party SIP certification
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