

## **ACCOUNTING CLERK**

### **GENERAL**

- Work location: 1150 Priska Drive, Paso Robles, CA
- Full time position
- The Accounting Clerk reports to the General Manager

### **JOB DESCRIPTION**

#### **1. OFFICE ADMINISTRATION**

- Performing of general office duties including, but not limited to: filing, answering phones, and greeting guests
- Completing special projects as requested

#### **2. ACCOUNTING**

- Accounts Payable and Purchase Order processing for multiple companies
- Ensuring all expenses are approved and recorded properly
- Answering questions related to vendor payments or procedures
- Requesting W-9's for all new vendors
- Updating journal log, preparing entries and maintaining binder
- Timely and accurate completion of assigned items on month end task list
- Continually improve systems and procedures to maximize efficiency
- Processing of Accounts Receivable for VMI and client accounts
- Processing company credit cards
- Other duties as required

### **GENERAL REQUIREMENTS**

- Bachelor's Degree preferred
- 1-3 years' experience in an accounting or administrative 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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