

TITLE: Senior Accountant

Company Description

At Archer Roose, we've always had an appreciation for the boundary pushers, the feather rufflers, and the unconventional explorers. This is why we've partnered with adventurous winemakers all around the world to bring you a better, cleaner glass of wine that inspires connection to yourself and others in a format to fit your lifestyle.

We believe that you should pay for the wine, not the packaging. Archer Roose produces gluten-free, vegan friendly wine from celebrated wine regions around the world, in kegs and cans.

We are growing, and growing fast. This is why we are looking for intellectually curious, fun people who are unafraid to venture into the unknown. If joining an energetic, fun and creative team sounds like something that gets you excited, consider the job below:

Purpose of this Job

As the Senior Accountant, you will report directly to our Operations department while working closely with the CEO and all team members. You'll manage our AR/AP including communications to our customers/vendors. You'll be responsible for supporting the successful management of all financial records, including compliance in the highly complex beverage alcohol industry.

You will:

- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Actively manage vendors and customers for the purposes of maintaining and improving relationships
- Interpret and apply accrual accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Comply with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions
- Help manage petty cash and internal departmental budgets & spending
- Update our financial procedures to match our growth as needed

- Create and update financial models, providing weekly snapshots and monthly reports to accurately reflect current cash position

The following should describe you:

- At least four years of experience in bookkeeping and/or accounting, preferably in a start-up environment (degrees in relevant fields can be substituted for up to two years of experience)
- Total wine lover and foodie
- Exceptionally detail-oriented and strong organizational skills, with particular attention to accuracy
- Key areas of knowledge/expertise include: processes for international transactions, ecommerce, wholesale/import alcohol compliance (federal and state)
- Known for your follow-through and follow-up
- Comfortable working with remote team members

Required Skills

High degree of proficiency with QuickBooks and Bill.com, as well as MS Office and G Suite (particularly Excel/Sheets). Familiarity with PEOs such as JustWorks preferred.

Compensation

Full-time/benefited/exempt, with lots of professional development opportunities. Compensation depending on experience, abilities, and location.

All Archer Roose employees are currently working remotely, and we are location flexible for the right candidate. Preference for candidates based out of Boston or New York City.