



Staff Accountant

WHO WE ARE:

Dry Creek Vineyard, one of Sonoma County's premier family-owned legacy wineries, is seeking a **Staff Accountant** to join our dynamic team. For more than five decades, we've remained proudly independent, guided by our "No Compromises" philosophy and a commitment to crafting appellation-focused, terroir-driven wines that reflect the heart of Dry Creek Valley.

But behind every bottle is a team that keeps the business running with precision and integrity. We are 100% certified sustainable, deeply collaborative, and committed not only to excellence in the vineyard and cellar — but also in how we operate. If you value accuracy, accountability and being part of a team that truly supports one another, we'd love to meet you.

WHO WE'RE LOOKING FOR:

Are you someone who finds satisfaction in balancing numbers, keeping things organized and catching the details others might miss? Do spreadsheets feel less like a chore and more like a puzzle waiting to be solved?

We're looking for a Staff Accountant who thrives on structure and precision. In this role, you'll support the day-to-day accounting functions that keep our winery running smoothly — from accounts payable and journal entries to month-end close and financial reporting. You'll work closely with our Accounting Manager, CFO and leadership team, ensuring financial records are accurate, compliant and timely.

One day you might be preparing journal entries and reconciling invoices; the next, you'll be coordinating approvals across departments or answering vendor questions with professionalism and clarity. You'll help ensure our financial foundation is as strong and reliable as the wines we craft.

If you're detail-oriented, discreet, proactive and eager to grow your accounting career within a respected, family-owned company, this could be your perfect next chapter.

RESPONSIBILITIES INCLUDE:

- Preparing and posting journal entries.
- Assisting with monthly, quarterly and year-end close processes.
- Maintaining accurate financial records and documentation in compliance with company policies and accounting standards.
- Managing accounts payable, including preparing vouchers, processing invoices and issuing timely payments.
- Securing proper approvals and coordinating with internal departments.

- Responding to vendor and employee inquiries regarding invoices, expenses and payment status.
- Ensuring invoice accuracy for 1099 reporting and preparing annual 1099 submissions.
- Preparing weekly payables reports for the CEO, CFO and Accounting Manager.
- Performing data entry and maintaining accounting databases.
- Supporting additional accounting projects as assigned.

KEY QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or related field, with two to four years of related experience.
- Working knowledge of accounting principles (GAAP preferred).
- Experience with Business Central or NAV preferred.
- Intermediate to advanced proficiency in Microsoft Office, especially Excel.
- Exceptional attention to detail and accuracy.
- Strong organizational and analytical skills with the ability to manage multiple priorities.
- Ability to handle sensitive information with discretion and confidentiality.
- Clear communication skills and a collaborative, service-oriented mindset.
- Self-motivated with the ability to work independently and take direction effectively.

LOCATION:

This position is based at our winery in Healdsburg. It is not a remote or hybrid role.

Ready to build your accounting career with a pioneering Sonoma County winery where precision matters and teamwork is valued? If you're eager to contribute to a company that pours itself into every glass — and every ledger — **send your resume and cover letter to careers@drycreekvineyard.com.**

California Pay Transparency: Hourly wage is \$35.00-\$38.00. Actual wage will be dependent upon the candidate's experience and qualifications.