



Accounting Specialist – Phantom Creek Estates

Phantom Creek Estates is a highly anticipated new winery located on the famed Black Sage Bench of British Columbia's Okanagan Valley, we specialize in single vineyard Bordeaux reds and Alsatian whites. By farming our vineyards with care and precision, Phantom Creek Estates produces wines that celebrate and speak to where they are grown. The winery's Estate vineyards are in transition to organic and biodynamic certification.

We are currently searching for an **Accounting Specialist** to join our team. This full-time, salaried position will be based in the winery on Black Sage Road in Oliver, British Columbia.

This position, reporting to the Finance Director, assists in managing day to day accounting requirements by ensuring all business transactions are recorded on a timely and accurate basis.

The key areas of responsibility include but are not limited to:

- Perform general ledger and general accounting duties such as
 - Post, process and reconcile all Sales and Receivables Daily
 - Process and reconcile Payroll
 - Assist with Benefits Administration
 - Process Accounts Payable
- Prepare and submit required monthly returns such as sales tax and excise reports
- Prepare bank deposits
- Reconcile and manage petty cash
- Support internal and external audit activities
- Support preparation of Monthly Financial Reporting

Qualifications:

- Post-secondary education in Bookkeeping or Accounting
- Minimum of 3+ years of bookkeeping or Accounting experience
- Very detail-oriented and self-directed

PHANTOM CREEK
ESTATES



- Proven ability to manage multiple often conflicting priorities in a fast-paced environment, while delivering high-quality work and customer service
- Demonstrated competence in small business accounting software, Quickbooks preferred
- Strong problem solving and analytical skills
- Executes all duties with high level of integrity
- Wine Industry Experience preferred

This position offers a competitive salary and benefit package.

If this sounds like the role for you, please forward your up to date resume to lpoulk@phantomcreekestates.com

PHANTOM CREEK
ESTATES

4315 BLACK SAGE ROAD • OLIVER BC V0H 1T0 • 250.498.8367