

Compliance and Inventory Control Coordinator

The Craig Stoller Collection

Paso Robles, CA

Job Description

Title: Compliance and Inventory Control Coordinator

Reports to: Chief Financial Officer

Position Summary:

The primary role of the Compliance and Inventory Control Coordinator will be to support several taxation reporting functions and inventory control management at the Sextant Wines and Paris Valley Road Estate Winery locations. Reporting to the CFO, this position will be an integral part of a dynamic accounting team in supporting a growing and evolving organization.

Primary Responsibilities – Compliance Coordination and Reporting:

- Responsible for the timely monthly and quarterly and annual out of state excise and sales tax filings for both wholesale and retail (Direct to Consumer) using Sovos/ Ship Compliant
- Run data files and reports from multiple sources; consolidate and summarize data; isolate anomalies and reconcile balances; interpret transactional data for input to financial systems.
- Responsibility for coordinating and compiling accurate documentation for distributor sales and shipment compliance.
- Responsible for accurate record keeping of all excise and sales tax payment activity in the Sovos/Ship Compliant system.
- Responsible for preparing various federal, state, and local tax reports.
- Responsible for preparing necessary documentation for compliance includes working with governmental agencies, TTB, winemaking, order entry administration and distributors.
- Responsible for wine label compliance requirements and COLA registrations.
- Follow up on notices from reporting agencies and rectifying any compliance issues.
- Maintain state compliance records and help/advise/assist Company maintain parallel records at the winery.
- Coordinate with compliance firm regarding:
 - Licenses/Product Registration
 - 702 Reporting FET Reporting
 - Sales Tax
 - Other compliance/taxation issues as needed

Primary Responsibilities – Inventory Control:

- Run data files and reports from multiple sources; consolidate and summarize data; isolate anomalies and reconcile balances; interpret transactional data for input to financial systems
- Maintain accuracy of inventory quantities in multiple warehouse locations of both wineries and all tasting rooms.
- Responsible for inventory management, tracking of case goods, reconciling, perform variance analysis and prepare supporting adjustments.
- Coordinate inventory cycle counts and adjusting general ledger balance as appropriate

OTHER DUTIES AND RESPONSIBILITIES MAY BE ASSIGNED AS NECESSARY

Continued

QUALIFICATION & EXPERIENCE REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent organizational skills and attention to detail
- Experience with Sovos/Ship Compliant, Wine Direct, Vintrace and QuickBooks
- Intermediate Inventory management, data manipulation and analytics skills
- Strong verbal and written skills
- Computer proficiency in Microsoft Office
- Minimum AA degree

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Be seated for long periods of time
- Be able to manage a multi-line phone system