

VIE-DEL COMPANY

Job Description

Addendum A

JOB TITLE: ACCOUNTING CLERK/GROWER RELATIONS ASSISTANT
DEPARTMENT: ACCOUNTING
REPORTS TO: ACCOUNTING SUPERVISOR/GROWER RELATIONS
WORK HOURS: EXEMPT
DATE: 08/09/13

SUMMARY: The Accounting Clerk/Grower Relations Assistant under limited supervision from the Accounting Supervisor and Accounting Manager as well as the Grape Buyer will perform a wide variety of clerical duties in the areas of grower relations /contracts reporting, chemical usage compliance reviews/reporting and grape buyer/field person support. In the absence of the receptionist during the non-grape crush period, Clerk/Asst. will provide backup to the receptionist for breaks, lunches, vacations and other absences.

DUTIES:

DURING GRAPE-CRUSH PERIODS

I. GROWER RELATIONS/CONTRACTS

1. As directed by the Grape Buyer and President, prepare and mail the pre-grape crush grower letter.
2. Prepare grower contracts as directed by authorized buyers
 - a) Meet with growers as needed to obtain information required for contract completion.
3. Review grower contracts, cards and chemical application reports prior to entry into the grape crush/chemical usage systems.
 - a) Obtain clarifying information from the grower
4. Respond to grower inquiries
5. Review and compare the daily grape weigh tags and delivery tickets to ensure the proper contract number is assigned to the delivery.
 - a) Forward all documents to Accounting
6. Maintain numeric and alphabetic contract files
7. Prepare contract delivery tickets and distribute to the buyer or grower

II. CHEMICAL USAGE COMPLIANCE

1. Review chemical application reports for contract site to ensure no chemicals prohibited by the Company were used, all chemicals used were approved for grapes, application frequency and rates do not exceed allowable levels and dates of last applications do not prohibit grape delivery.
 - a) Obtain clarification from appropriate parties
 - b) Notify Grape Buyer exceptions are noted
2. Complete chemical usage packet by attaching the grower card to the chemical application report.
 - a) Update the contract record in the grape crush system as needed
 - b) File chemical usage packet for later entry into the chemical usage system
3. Enter chemical application reports into the chemical usage system
 - a) Enter grape delivery details into the system as needed

- b) Contracts with no chemical usage are entered with a code indicating no usage.
- 4. At the end of the season, balance grape delivery details as entered in the chemical usage system with the details as recorded in the grape crush system.

III. GRAPE BUYER/FIELD PERSON/ PRODUCTION PERSONNEL ASSISTANT

- 1. Keep Grape Buyer informed regarding any information received impacting existing contracts, purchase opportunities, delivery scheduling and the day's crushing delivery activities.
- 2. Prepare and distribute the daily delivery schedule based on information provided by the Grape Buyer.
- 3. Act as the company contact person for the Winegrape Inspection Service and Rabbi
 - a) Disseminate information as required to ensure services are provided.
- 4. Report daily delivery status to the President
- 5. Coordinate with and assist the Grape Buyer in the dissemination of information to buyers, field personnel, lab personnel, production personnel and upper management.
- 6. Maintain contract history files and field inspection reports for the Grape Buyers use
- 7. Respond as needed to Field personnel inquiries
- 8. Maintain routine contact during the day with the Test Stand, Weighmaster, Lab Manager and Production Supervisor to share and gather information regarding the day's delivery schedule/status, grape quality issues, grower relationship issues and any other information impacting the day's crush plan.
- 9. Maintain records of the day's deliveries and make contact with appropriate personnel to determine if scheduled loads will be received.

IV. REPORTING

- 1. Prepare reports as needed regarding delivery histories, contracted volumes, deliveries projected future deliveries and chemical usage.
- 2. Prepare end of the year grape buyer statements
 - a) Resolve any reported discrepancies
 - b) Forward approved statements to Accounting for payment
- 3. Prepare end of the season report to President on chemical usage for all varieties purchased.

DURING NON-CRUSH PERIODS

V. ACCOUNTS RECEIVABLE/SALES

- 1. Code sales invoices or review the coding of others
- 2. Enter sales invoices and cash receipts into the accounting system
- 3. As directed, maintain customer master files
- 4. Process (including contact with customer) credit card sales transactions and distribute related reports.
- 5. Prepare the mid-month and end of the month sales and accounts receivable posting reports.
- 6. Obtain customer credit reports related to customer credit applications
- 7. Enter sales invoices into the monthly sales detail Excel file, reconcile with the Production Department.
- 8. General ledger at month end and prepare and distribute the monthly sales report.

VI. ACCOUNTS PAYABLE (ASSIST AS DIRECTED)

- 1. Code and enter vendor invoices into the accounting system
- 2. Review and reconcile vendor statements
- 3. Prepare end of year Form 1099s

VII. GENERAL

1. Prepare the daily cash report
2. Maintain the check, void check and monthly cash schedules
3. Prepare and transmit the daily bank deposit
4. Transmit payroll and accounts payable checks issued reports to the bank
5. Set up and respond to line of credit transaction requests from affiliated companies
6. Enter general ledger journal entries
7. Reconcile general ledger accounts
8. Prepare distilled spirits, bonded winery and sales tax returns
9. Perform duties relating to the entry of data into or extracted from the MP2 system

VIII. ADMINISTRATIVE SUPPORT

1. Send and distribute faxes and maintain the fax log
2. Maintain the office supply storeroom
3. Obtain quotes for office supply orders and prepare the documents required for the preparation of a purchase order.
4. Serve as the backup for the maintenance of the vendor insurance certificate schedule.
5. Serve as the primary backup Receptionist

IX. OTHER

1. Perform other duties as directed

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience

High School diploma or GED. AA Degree or equivalent preferred and/or three to five years related experience required. Proficiency using Microsoft Word, Excel and other computer applications. Clear, accurate and timely communication skills are required as this position will entail extensive interaction with various co-workers, growers, harvesters, truckers and buying agents. Detail oriented, strong accounting fundamental knowledge and logical decision making skills.

2. English Language Skills

Ability to read, analyze and interpret documents such as financial statements, general ledgers, journal entries, detailed specifications, instructions and legal and contractual documents. Ability to effectively present information, both verbally and in writing.

3. ***Mathematical Skills***
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry. Ability to utilize statistical methods in basic data analysis. Ability to plot data and construct and interpret graphs.
4. ***Reasoning Ability***
Ability to define problems collect relevant data, establish facts and draw statistically valid conclusions. Ability to use abstract and concrete variables.
5. ***Other Requirements***
High level of experience with word processing and spreadsheet applications. Intermediate or higher level of experience with Internet search engines. Typing speed of 40 words per minute or more and ten – key by touch. Valid California Driver's License. Employment history of candidate must demonstrate ability to achieve results.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk and hear. Specific vision abilities required by this job include close vision.

NOTE: Some weekend work may be required. Regular Attendance is an essential duty.

The Company reserves the right, at any time, with or without advance notice, to modify or change this job description, reassign or transfer employee to another position, or assign additional job responsibilities.

Exhibit A

Daily Deadlines for the Receptionist

8:15 am	Finish checking the operator, attendance, and product and facilities emergency extension numbers for messages and forwarding of those messages to appropriate personnel.
8:30 am	Finish distribution of overnight interplant mail
10:00 am	Complete preparation of the attendance list
11:30 am	Complete distribution of all incoming checks and associated calculator tapes
12:00 pm	Complete distribution of all morning mail and outgoing mail preparation for 1:00 pm courier pickup.
4:00 pm	Ensure mail has been picked up from street mailbox
5:00 pm	Complete outgoing mail preparation, lock front doors and put phone on night bell

There may be times that some deadlines may need to be adjusted due to emergencies; bad weather or other causes may delay the receipt of incoming work. If the Receptionist believes any deadline will not be met within 15 minutes beyond the deadline, she must communicate this information, along with what is known about the cause for the delay, to the Accounting Supervisor, as soon as possible.

Break Times for the Receptionist

In order that workloads can be efficiently managed for both the receptionist and her backup, guidelines for breaks are as follows:

Morning Break	10:00 to 10:15 am
Lunch Break	11:45 am to 12:45 pm <u>or</u> 12:45 pm to 1:45 pm (as arranged between the Receptionist and her backup)
Afternoon Break	3:00 to 3:15 pm or 3:45 to 4:00 pm

Due to workload demands or personal needs, the Receptionist and her backup can agree to adjust the above times 15 minutes forward or back, but any further adjustments must be pre-approved by the Accounting Supervisor.