



## **ACCOUNTS RECEIVABLE LEAD**

**In-Person Monday through Friday 7:30 am – 4:00 pm**

Become a part of the Vineyard Industry Products team, where you'll be a member of a close-knit community in the heart of wine country. We're dedicated to our employees and the local community, offering full-time roles in an industry we're passionate about. At Vineyard Industry Products, we don't just supply vineyards with the best products—we create a fun, dog-friendly workplace where every day is something to look forward to. If you're looking for a place where work feels like a celebration, we'd love to welcome you to our team.

- SUPERVISE
  - Daily invoicing
  - Monthly statements
  - Monthly finance charges
- MANAGE BANK DEPOSITS
  - Process customer checks, credit card payments, and prepayments
- CORRESPOND WITH CUSTOMERS
  - Respond to customer inquiries with the ability to analyze, simplify, and explain complex account issues
  - Capability to use discretion when needed
- SALES TAX
  - Responsible for maintaining sales tax rates, processing monthly prepayments and quarterly filings
- CUSTOMER CREDIT APPLICATIONS
  - Direct, manage, and approve new customer setup
- DELINQUENT ACCOUNTS
  - Oversee & manage all AR collections processes and procedures
- PROCESS DIRECT SHIPMENTS

### **QUALIFICATIONS**

- Minimum 3 years accounts receivable experience
- Associate degree or higher in accounting, business, or other related
- Strong understanding of basic accounting principles & practices
- Strong analytical skills
- Strong attention to detail
- Strong organization and time management skills
- Ability to work independently & prioritize tasks effectively
- Excellent communication skills, both verbal and written
- Strong understanding of MS Office (Outlook, Excel, Teams)
- Knowledge of Sage 100 (Formally MAS90) desirable
- MUST LOVE DOGS

### **BENEFITS**

- Medical, Dental, Vision, Life Insurance
- Sick Time
- Vacation Days
- Paid Holidays
- Retirement – 401k, 401k Matching, Defined Pension, Profit Sharing

Vineyard Industry Products  
707-837-5410

Human Resources: Lindsay Mueller – [LindsayM@vinbiz.com](mailto:LindsayM@vinbiz.com)