



Job Description

Accounting Associate

Southern Distilling Company is a family-owned distillery based in Statesville, North Carolina. The Destination Distillery offers Bottle Sales, Tours & Tastings, as well as cocktails, highlighting our award-winning Southern Star Bourbon, Rye, and Double Shot Liqueur product line. The facility also offers contract distilling, barrel warehousing, and co-packaging services.

www.SouthernDistilling.com

Summary

The Accounting Associate manages basic accounting functions including accounts payable, accounts receivable, credit card reconciliation, payroll, and sales tax filings. Successful candidate must have professional communication skills, ability to handle multiple tasks at one time, and a keen attention to detail.

Key Responsibilities

Accounts Payable

- Processes vendor invoices including coding invoices (based on guidance), entering invoices, and applying vendor terms according to invoice
- Set up new vendors, including requesting form W-9, verifying payment address along with providing accounting email address to new vendor to submit invoices
- Ensure proper documents are matched with invoice before processing. PO, receiving documents, and approvals are obtained according to company policies
- Submit payables for review with leadership for weekly payment run
- Responds to internal team members, vendors', and customers' questions and inquiries
- Establish and maintain organized vendor, accounting files, and documentation
- Process annual 1099s



Accounts Receivable

- Record deposits into system
- Post payments to customer accounts, reconciling the short payments
- Call customers for collecting past dues
- Assist with billing

Credit Card

- Ensure credit card receipt for all purchases
- Code purchases (based on guidance)
- Reconcile each employee's card each month to statement
- Post credit card journal entries

Payroll

- Process bi-weekly payroll through payroll service
- Assist with onboarding of new hires

Other

- Assist with phone coverage
- Prepare sales tax filings
- Reconcile inventory in Point-of-Sale System (Square)
- Assist with quarterly physical inventory
- Additional responsibilities as assigned

Qualifications and Education Requirements

- Associate's Degree
- Minimum of two years of experience in an accounting setting

Additional qualifications

- Proof of Covid-19 vaccination
- Ability to lift 30 lbs.
- QuickBooks, Microsoft Office software including Excel, Mac computer, iOS apps experience
- Understanding of basic accounting principles
- High School diploma or GED
- Well organized and proven ability to work independently
- Communicates well and tactfully with co-workers, vendors, and customers
- Strives for excellence in their work and maintains confidentiality
- Maintains a high degree of professionalism in both personal and professional life

This is a full-time position, Monday-Friday.