

JOB TITLE: Senior Accountant/Controller
LOCATION: Alexandria Headquarters, Alexandria VA
REPORTS TO: Ownership
POSITION TYPE: Full Time, Salary

POSITION SUMMARY:

The Senior Accountant/Controller will be responsible for all major accounting tasks, working alongside ownership and senior leadership. The Senior Accountant/Controller's responsibilities will include, but are not limited to, day to day accounting, accounts payable and receivable, tax reporting, compliance, and accounting leadership tasks. They will need to have excellent communication and coordination with other members of the team, and robust experience in accounting, with preference for candidates with professional accounting certification.

At Aslin Beer Company,

- We believe fun comes from experimentation.
- We believe uniform aesthetics are lazy.
- We believe everyone should be able to tell their version of our story.
- We believe innovation is not possible without experimentation.
- We believe our success depends on our willingness to explore.
- We believe quality is our responsibility.
- We believe beer is our product but the experience is our brand.
- We don't believe in the status quo.

Sound like you? Let us know! Submit your resume today.

Leadership: As a member of company leadership, the ideal candidate should personify Aslin's Core Values:

Integrity: We take ownership for our actions, do the right thing even if no one is watching, and lead with truth, respect, positivity, and empathy.

Quality: We are relentless in our aim for excellence and are passionate about providing the best products, services, and experiences to our customers and to each other.

Innovation: We challenge the status quo, reject stagnancy and complacency, and strive to leave all things better than we found them.

Community: Through our contagious excitement and our passion for the Aslin brand, our customers, and our colleagues, we aim to foster a community that is welcoming and respectful to all.

RESPONSIBILITIES

Accounting Leadership

- Perform monthly, quarterly, and annual accounting activities including reconciliations of bank accounts, credit card accounts, accounts receivable, deferred revenue, accruals, prepaid expenses, investments, intercompany accounts, and fixed assets.

- Analyze accounts, records, reports, accounts receivable and payable, journal entries, general and subsidiary ledgers and other accounting documents for accuracy and completeness. Investigate and resolve accounting problems.
- Assist in monthly inventory reconciliation process to ensure accurate COGS and balance sheet
- Answer inquiries from management and vendors by researching and analyzing historical and current transactions and drawing conclusions.
- Assist in special projects and report preparation as requested by manager

Day to Day Accounting

- Provide accounting and business guidance to the accounting team and serves as business advisor to other departments
- 13-week cash flows management including daily corporate cash and cash reconciliation
- Conduct daily/weekly GL review to ensure continuous accuracy
- Approve customer return authorization within threshold
- Provide guidance on the review and approval of expense reports
- Review and approve various journal entries

Monthly Close

- Lead an accurate and timely month-end close process, including balance sheet reconciliation and overhead cost allocation
- Responsible for the preparation/review of reconciliation of all areas of the balance sheets and income statements
- Conduct/review of variances between balance sheet and income statement accounts including actual vs. budget vs. prior year. Provide recommendation for improvement
- Review and approve journal entries
- Review the preparation of the financial package to the management team

Accounts Receivables

- Send out accurate invoices, record cash receipts and reconcile accounts receivable
- Support daily cash management: processing of daily sales deposits, check deposits, bank transfers and ACH bank deposits and withdrawals.
- Oversee the health of individual accounts receivable
- Coordinate and follow up with customers on significant past due accounts
- Maintain controls (portal controls) and develop further controls to ensure customer orders and customer invoice accuracy.
- Review daily cash reconciliation

Accounts Payable

- Approve new vendors by reviewing application, and establishing credit terms
- Review and approve non-PO invoices
- Review and approve weekly check run.
- Conduct periodic review of three way match to ensure invoice accuracy

Tax Reporting Responsibilities

- Complete and submit all monthly sales tax and alcohol reporting
- Prepare and submit annual property tax returns, business tax licenses, and other various tax reporting requirements as needed.
- Work with the HR Manager and current payroll platform to ensure payment and accounting for all employment taxes.

Compliance

- Manage and execute all necessary communication with TTB
 - including notices, permit registrations and refiles, NOFL, zoning and reporting.
- Manage all Federal excise taxes
 - VA, PA, DC, future locations
- Manage all State(s) bonds and excise taxes
 - VA, MD, PA, DC (others)
- State shipment reporting
 - MD, VT, GA (others)
- Develop, communicate and execute strategies for obtaining registrations in necessary locations, including timelines and costs for achievement of registrations in line with business objectives.
- Coordinate the delegation of compliance responsibility to business teams and members, formulate key compliance performance metrics, oversee regulatory and compliance initiative and offer objective assessment of risk areas, facilitate monitoring of operational compliance metrics, and identify and develop needed compliance policies and procedures.
- Build, implement and manage the communication strategy for regulatory changes in conjunction with the communications team and local management.

JOB QUALIFICATIONS:

- Bachelor's degree in business, with a major in accounting with a minimum of 3 years of accounting experience.
- GAAP 3 years preferred
- Public accounting 3 years preferred
- CPA Certification preferred
- Power user of Excel
- Experience working within the beverage industry or manufacturing preferred
- Cost accounting experience preferred
- Strong problem solving, analysis, planning and communication skills. Budget development and oversight preferred.
- Demonstrated leadership skills and ability to work collaboratively with multiple customers and support groups to achieve a desired goal.
- Solid understanding of company business policies and compliance requirements. Demonstrated strategic planning capabilities.
- Experience with SAP and related reporting tools strongly preferred
- Ability to analyze existing processes and identify more efficient ways to accomplish goals and meet customer and client requirements
- ability to continuously improve processes through regular assessment and adjustment
- Ability to manage projects to ensure successful delivery (on time, within budget, meeting agreed upon success criteria) to establish clear goals and accountabilities.

- Ability to develop project plans, allocate resources, identify potential issues/risks and develop contingency plans
- Strong alignment to company culture

SALARY: Commensurate with experience

BENEFITS:

- Medical, Dental, & Vision benefits after 90-day eligibility period
- 401K with match after 1 year service
- Paid Time Off after 90-day eligibility period
- Monthly Employee Dollars to spend on food, merch, beer.
- Possible performance and referral bonuses