



Our Mission: *Feel like family while you're our guest.*

Job Title:	Bookkeeper	FLSA Status:	Part-Time; Non-Exempt
Department:	Finance	Pay Rate:	\$22.00 - \$25.00/hr
Reports To:	General Manager	Location:	Yellowhawk Resort

About Us: Discover Yellowhawk, a resort and sparkling winery in Walla Walla, WA. This 84-acre hilltop retreat in the heart of Washington wine country inspires with expansive views of rolling wheat fields, lush vineyards and farmland, and the sun shining atop the Blue Mountains. As you enter the gate and wind up the drive, your shoulders relax, spirits rise, and perspectives change as we begin to escape and engage.

Responsibilities:

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Responsible for the accurate and timely processing of payroll, accounts payable and accounts receivable. Position is part-time at 10-15 hours per week, with the potential of moving into full-time capacity.

- Know and demonstrate through your actions the Denim Hospitality mission of “feel like family while you’re our guest.”
- Ensure your behavior reflects Denim Hospitality’s values of intentionality, authenticity, craft, anticipatory hospitality, responsibility, connection, and care both through personal demonstration as well as weaving it into the culture of the property.
- Provide prompt and courteous service, adhering to Denim Hospitality service standards and policies, acting guest first.
- Maintain personnel records including W-4 and I-9 forms.
- Enter employee information and payroll data into systems.
- Calculate commissions.
- Process vacation and sick leave requests.
- Process new employee forms, status change forms, promotions, and terminations.
- Accurately review, code, and process vendor invoices.
- Maintain vendor files.
- Reconcile credit card statements with receipts.
- Address and respond to vendor inquiries.
- Enter daily tasting room/events sales to systems.
- Process tasting room cash bags and tills.
- Enter bulk wine/wholesale wine sales to systems.
- Receive and record bulk wine/wholesale wine sales payments to systems.
- Collect outstanding or unpaid invoices.
- Enter cash and check deposits into the systems.
- Deposit cash and checks to bank.
- Serve as a role model when serving guests and interacting with employees by maintaining a positive, upbeat, and energetic attitude; taking a proactive approach to teamwork and problem-solving; and remaining aware of your role in the larger picture of the guest experience.
- Ensure a safe and secure environment for guests and team members in compliance with policies, procedures, and regulatory requirements.
- Other duties as assigned.



Requirements:

- Proven experience as a bookkeeper or in a similar role
- Strong knowledge of accounting principles and practices, including GAAP
- Proficient in using Excel
- Excellent 10 key typing skills for accurate data entry
- Detail-oriented with strong organizational skills
- Ability to work independently and meet deadlines

Note: This job description is intended to provide a general overview of the position. Other duties may be assigned as needed.

Job Types: Full-time, Part-time

Pay: \$22.00 - \$25.00 per hour

Expected hours: 15 per week

Benefits:

- Employee discount
- Paid sick time

Experience level:

- 3 years
- 4 years

Physical setting: Office

Schedule: Monday to Friday, Weekends as needed

Work Location: In person