



**Position/title:** Accounting/Administrative Clerk  
**Job Location:** San Francisco, CA  
**Company Name:** Cameron Hughes Wine  
**Type of Work:** This position is part-time, averaging approximately 15-20 hours per week. Weekly hours may vary depending on time of month, so flexibility in schedule is required.

Cameron Hughes Wine ([www.chwine.com](http://www.chwine.com)) is a dynamic wine trading company. It is one of the fastest growing wine companies in the business today with headquarters in San Francisco. The company sells and distributes wine direct to retail and online. The company operates as a virtual winery and attracts highly motivated, entrepreneurial individuals who choose a dynamic, demanding and exciting environment in which to work.

**Job Description:**

The Accounting/Administrative Clerk reports to the Account and Operation Manager and is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will ensure accurate and up to date accounting information.

**Accounts Payable (85%)**

- Receive and process invoices.
- Perform arithmetic calculations.
- Maintain records through filing, retrieval, retention, storage, compilation, updating, and purging.
- Operate computer to entry data into spreadsheet and/or database.

**Administrative and Clerical Duties (15%)**

- Provide assistance to other departments as requested.
- Operates all office equipment.
- Manages all office supply inventory and reorders when needed
- Retrieves, processes, and distributes mail daily, includes all in and out shipments via Fed Ex/UPS
- Responsible for light office organization

**Professional Requirements:** Education/Experience: High school diploma or general education degree (GED) and 1-2 years related experience. Previous administrative experience required.

**Skills:**

- Able to work as part of a team and communicate with team members regularly.
- Comfortable working in a dynamic work environment.
- Good computer skills (Word, Excel, database). Basic math and calculator skills.