

**Position Title:** Sr. Regulatory Specialist

**Location/Department:** St. Helena or Lodi, CA / Legal – Regulatory Affairs

**Reports To:** Director, Regulatory Audits and Training

**Date:** 10/6/10

**Band:** E1

**Job Posting #:** 10-096

## **POSITION SUMMARY:**

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Integral part of a team that conducts audits of CWUS wineries to ensure compliance with various federal and state regulations. Provides training to winery personnel in remediating compliance process improvements.

## **RESPONSIBILITIES:**

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- Supports Director of Audit in conducting regulatory audits of operating facilities including:
  - Performing desk audits and field work, writing reports and following up on compliance issues
  - Drives the implementation of any recommendations from audits in a timely manner
- Has an understanding of Federal and State licensing requirements including:
  - Out of State Supplier Licenses
  - Ensures bonds are in place and adequate in amount  
NY, WA and CA Winery Licenses
- Ensures that all operating facilities have appropriate and up-to-date Federal Basic Permits/Licenses and that they are kept up-to-date to reflect:
  - Changes in physical descriptions of premises
  - Officer/Stockholder changes
  - Powers of Attorney
  - Variances
- Works with CWUS Information Technology Group on improvements to the Wine System and JDE for compliance
- Ensures that all export documentation is obtained and submitted to TTB within the allowable guidelines for assigned wineries
- Builds and maintains relationships that motivates, guides and reinforces the compliance at facilities

## QUALIFICATIONS:

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- Education/Experience - Bachelors degree necessary, preferably in Business Finance or Accounting  
CPA or CPA candidate a plus  
3-5 years of applicable experience  
Knowledge of Federal and State alcohol Beverage Control laws a plus  
Proven analytical skills with the ability to interpret laws and regulations
- Technical – Strong PC proficiency with Microsoft Suite, including extremely strong Excel and Power Point skills with the ability to put together compelling, effective presentations and present to a group. Knowledge and expertise with JDE One World is a plus
- Professional - Ability to build strong, effective relationships; strong ability to communicate and influence at all levels - both internally and externally and initiate action are key competencies of this role
- Strong attention to detail, ability to multi-task and work independently
- Ability to travel approximately 20-35% both on ground and via air for short extended period of time

### PHYSICAL REQUIREMENTS / OTHER

- Must be able to stand, walk, sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear
- Must have close vision, distant vision and the ability to adjust focus, peripheral and color vision
- Must be able to work in an office environment primarily but periodically required to work in a warehouse environment with variable temperatures and lighting

*The purpose of this summary is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add or remove duties from particular jobs and assign other duties as necessary.*

## APPLICANT PROCEDURE:

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All applicants must submit a cover letter with their resume to the following contact either electronically, by mail or facsimile:

**Human Resources  
staffing@cwine.com  
Refer in subject line: Sr. Regulatory Specialist**

Constellation Wines U.S. is a division of Constellation Brands Inc., the world's leading wine company. Constellation Wines U.S.'s powerful portfolio of premium wines and spirits includes such iconic brands as Robert Mondavi, Clos du Bois, SVEDKA, Blackstone, Arbor Mist, Estancia, Ravenswood, Kim Crawford and Black Velvet Canadian Whisky. To learn more about Constellation Wines U.S. and its portfolio, visit [www.cwine.com](http://www.cwine.com).