

Grassland Dairy Products, Inc.  
N8790 Fairground Avenue  
P.O. Box 160  
Greenwood, WI 54437  
Tel (800) 428-8837  
careers@grassland.com  
www.grassland.com



## ACCOUNTS RECEIVABLE CLERK/ACCOUNTING ASSISTANT

### Full-Time, Permanent

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add an Accounts Receivable Clerk/Accounting Assistant to our team in Greenwood, WI. With additional facilities across Wisconsin, Nebraska and Utah, Grassland is a key player in the dairy industry dedicated to producing high quality products while maintaining a positive work environment for a driven, talent-filled team of employees.

The Accounts Receivable Clerk/Accounting Assistant will act as support staff to the Accounting Manager and the Accounting Department by entering and reconciling accounts receivable payments, providing deduction documentation to the credit/collections department, and providing additional accounting support as deemed necessary. This position must perform in a fast paced environment and meet simultaneous deadlines while maintaining high levels of accuracy, professionalism, and confidentiality.

### Essential Duties and Responsibilities:

- Download customer deposits, apply payments to customer invoices, make necessary journal entries and reconcile the totals
- Document deductions and provide that documentation to the credit/collections department
- Reconcile customer allowances, document variations from those allowances and provide that documentation to the credit/collections department
- Provide support to the Accounting Department such as:
  - Filling out new vendor credit applications, obtaining W-9 forms and entering vendors into the accounting software
  - Processing non-routine accounts payable transactions
  - Initiating and releasing vendor ACH and wire payments
- Perform other duties as assigned

### Knowledge, Skills, and Abilities:

- Exceptional attention to detail and strong organizational skills.
- Proficient computer skills in Word, Excel, Outlook, and Access.
- Must be able to perform under tight deadlines with flexibility.
- Demonstrate the ability to work with challenging, sensitive, and confidential situations.
- Must show effective interpersonal, oral, and written communication skills.

### Education and Experience:

- Associate's degree in Accounting, Finance or related field is preferred but not required.
- 2 years of accounts receivable experience is preferred but not required as training will be offered to the right applicant.
- A combination of education and experience may be considered at Grassland's discretion.

### Above the Rest Benefits:

- Competitive compensation and weekly pay period.
- Zero premium, company-paid health, dental and life insurance.
- Short-term disability.
- Profit sharing plan with 401(k) enhancement, matched.  
On-site health care and wellness initiatives.