

Grassland Dairy Products, Inc.
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www.grassland.com



ACCOUNTING ASSISTANT

Full-Time

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add an 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 Accounting Assistant will act as support staff to the Accounting Manager and must be extremely detail oriented and highly organized. 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:

- Filling out new vendor credit applications, obtaining W-9 forms and entering vendors into the accounting software
- Reconcile customer allowances, document variations from those allowances and provide that documentation to the credit/collections department
- Provide Support to the AP Department
- Provide support to the accounting department by assisting with daily and monthly accounting tasks such as:
 - Bank account reconciliations
 - General Ledger account reconciliations
 - Monthly accrual journal entries
 - Deposits
- Assist with yearend information gathering
- 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:

- Bachelor's degree in Accounting, or Bachelor's degree in Business Administration with 2 years of accounting experience preferred
- 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.

Grassland Dairy Products, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Grassland complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.