

Grassland Dairy Products, Inc.  
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www.grassland.com



## DEDUCTION COORDINATOR

### **Full-Time, Permanent**

Grassland Dairy Products, Inc. has been a leading manufacturer of butter and dairy ingredients since 1904 and is looking to add a Deductions Coordinator 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 deductions coordinator will work closely with the Finance, Sales, A/R and A/P, Supply Chain Departments, as well as other internal customers to obtain and work backup for customer deductions related to trade and non-trade classifications.

### **Essential Duties and Responsibilities:**

- Obtain information for deductions by contacting brokers, customers, or utilizing websites
- Conduct research to validate deductions
- Work with Accruals
- Communicate with internal and external contacts to resolve deductions, utilizing both written and verbal communication to respond timely.
- Correlate documentation for invalid deductions for the purpose of initiating a dispute.
- Utilize organization and time management skills to keep emails, electronic files, and hardcopy documentation organized
- Responsible for keeping outstanding deductions current

### **Knowledge, Skills, and Abilities:**

- Attention to detail with emphasis placed on accuracy
- Ability to take notes when in training, and to follow written procedures including the ability to identify exceptions to bring to the attention of supervisor for resolution.
- Interpersonal skills.
- Ability to utilize a PC, including minimum of intermediate skills in Microsoft Word, Excel, Internet, and Outlook
- Ability to work independently
- Highly motivated

### **Education and Experience:**

- High School Diploma
- 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.