

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



SALES & USE TAX SPECIALIST/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 Sales and Use Tax Specialist/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 Sales and Use Tax Specialist/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:

- Research multi-state sales and use tax regulations as well as timely and accurate monthly sales and use tax return filings and payments
- Research and prepare sales tax exemption certificates as necessary
- Work closely with the Accounts Payable Supervisor and Accounts Payable department to assure compliance with multi-state sales and use tax regulations
- Prepare other governmental reporting items as necessary
- Provide additional accounting department support by assisting with daily and monthly accounting tasks such as:
 - Bank account reconciliations
 - General Ledger account reconciliations
- Assist with yearend information gathering

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, CPA accreditation is preferred but not required
- Minimum 2 years of sales and use tax, preferably in a manufacturing environment
- 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.