3448 Brighton Blvd
Denver, CO 80216
1-855-EAT-LOVE

lovegrown.com

Sales & Accounting Coordinator
Full-Time Position

Empower. Inspire. Love.

Love Grown is an exciting and innovative company revolutionizing breakfast!

SUMMARY: The Sales & Accounting Coordinator will be a key member of the team and an important part in building the Love Grown brand. Your key responsibilities are to support business operations through accounting and sales. This position will have the responsibility of managing a broad range of activities and complete them in a timely manner.

REPORTING TO: Vice President of Operations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Retrieve and request all deduction backup from vendor portals
- Process all customer invoices in QuickBooks and EDI
- Assist with reviewing Accounts Receivable aging report and sending payment reminders in a timely manner
- Assist with month end trade spend accrual
- Support sales team with filling out required customer paperwork and setup forms
- Maintain disputes register and follow through with disputes until resolution
- Review and approve all promotions, assign promotion number, add to master trade planner,
- Be the main point of contact between accounting and sales teams in regards to promotions and trade related queries
- Initiate calls with sales team to discuss any incorrect promotions and other related issues
- Takes inventory of seasonal shippers as requested by managers and send formatted information to sales and operations
- Build excel reports from pulled data as needed
- Receive and distribute all mail and process check log
- Assist with any filing, scanning, and other office administration duties as required

REQUIRED QUALIFICATIONS:

- Minimum of 3 years of experience in office administration, bookkeeping, or sales support role
- Expert in Microsoft Excel (including pivot tables, and macros) and QuickBooks
- Experience with promotional planners and trade spend related deductions
- Good verbal and written communication skills
- Good organizational, multi-tasking, and time management skills with great attention to detail
- Possess a commitment to work in a team environment as well as independently
- An individual who is process oriented, a self-starter, and creative problem solver

DESIRED QUALIFICATIONS:

- Strong personal interest in natural foods, health, and nutrition
- Desire to develop within the position and grow with the company
- Eager to develop new systems and improve existing processes

TO APPLY: Please send resume and a statement of interest (i.e. why you want to join the LOVE Team) to careers@lovegrown.com with **Sales & Accounting Coordinator** as the subject.