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lovegrown.com

Trade Spend Coordinator

Full-Time Position

Empower. Inspire. Love.

Love Grown is an exciting and innovative company revolutionizing breakfast!

SUMMARY: The Trade Spend Coordinator is a key member of our accounting team. This person manages Love Grown's largest discretionary expense, and must thrive in hunting down and capturing "lost dollars." This is a fast paced, primarily self-managed position that must handle a broad range of activities in a timely manner.

REPORTING TO: Controller

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process, track, audit and analyze all promotional trade spend
- Record trade spend in QuickBooks
- Maintain dispute tracker spreadsheet
- Generate month end trade spend reports and analysis, then present and effectively communicate them to sales and management
- Be the main internal point of contact with accounting and sales teams, and external contact with customers and brokers
- Minimal collection duties

REQUIRED QUALIFICATIONS:

- Strong organizational, multi-tasking, and time management skills with great attention to detail
- Process oriented, a self-starter, and creative problem solver
- Minimum of 3 years of experience in accounting/bookkeeping role
- Intermediate Microsoft Excel skills, including pivot tables
- Solid verbal and written communication skills
- Ability to work independently and in a team environment

DESIRED QUALIFICATIONS:

- CPG experience with trade spend deductions and promotional planners, i.e. sales support
- Eager to develop and improve systems and processes
- Experience with QuickBooks
- Desire to develop and grow with the company
- Personal interest in natural foods, health, and nutrition

TO APPLY: Please send resume and a cover letter to careers@lovegrown.com with **Trade Spend Coordinator** as the subject.