**Chargeback Specialist**

Position Summary:

Reporting to Financial Planning & Analysis Manager, the Chargeback Specialist is an integral member of Sales Finance Team and is responsible for supporting the Sales Team with processing distributor chargebacks, along with selling & marketing expenses.

This is an exciting opportunity to work with the Sales Finance Team, as well as the Sales Team to help Purple’s growing business and assisting to make smart pricing decisions. Depletion allowance spend is one of the largest spends for Purple Brands and this role will play an instrumental part in ensuring accurate depletion allowance data (through chargeback processing) is delivered to key company stakeholders, in a timely manner.

**Essential Duties and Responsibilities:**

* Processes distributor customer chargebacks and expense invoicing in sales promotion software
* Manages proper coding, upload and posting of chargebacks into Microsoft Navision
* Provides excellent customer service to sales team & key business partners by bringing positivity, supportive attitude, and willingness to contribute to the goals of Team Purple
* Partners with Accounts Payable to process vendor payments and additional items, as needed
* Opportunity to improve processes and drive change
* Assists with Company audit and tax requests
* Assists with related special projects as needed
* Performs other duties as assigned by Financial Planning & Analysis Manager

**Qualifications:**
* High School Graduate required; College Degree preferred
* Proficient with Microsoft Office programs, including Excel, Outlook and Word
* Ability to manage a high volume of transactions
* Proficient data entry skills
* Ability to operate office equipment
* Acute attention to detail and strong organizational skills
* Commitment to excellence and high standards
* Excellent mathematical, written and verbal communication skills
* Ability to understand and follow written and verbal instructions
* Versatility, flexibility and a willingness to work within constantly changing priorities