

DATE POSTED: February 18, 2020
CLOSING DATE: March 03, 2020 – 5:00 P.M.



Job Announcement

The following Full-time position is available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an online application at <https://store.ite.net/careers/> no later than the posted closing date above.

JOB TITLE: INVENTORY AND REVENUE ANALYST
DEPARTMENT: FINANCE AND ACCOUNTING
LOCATION: GUAM
SALARY LEVEL: 6
FLSA STATUS: EXEMPT
OPENINGS: 1
JOB POSTING #: #8392 / G-13-2020-02

Job Summary:

The Inventory and Revenue Analyst will use data to fulfill business intelligence initiatives specifically revenue accounting and analytics by utilizing web analytics tools, data warehouse architecture, and predictive analytics methods. It serves as an interface between revenue business processes and its Information Technology.

The Inventory and Revenue Analyst must have a good understanding about the flow of revenue as well as inventory information, understands its nature, and is aware of how that information is linked within the enterprise, and across regional locations of the CNMI & GUAM. He or she uses quantitative analytics for capitalizing on the data used to derive informed management decisions with the objective of achieving better outcomes for the business. The overall objective is to be able to formulate a concise narrative or graphical presentation to management about the nature, sources, trends and patterns of the flow of revenue information to aid management identify and capitalize on business opportunities.

Essential Duties and Responsibilities:

The Employee will:

1. Formulate and communicate, in conjunction with the Controller, policies and procedures, and goals and objectives in the areas of revenue recognition, processing and reporting, as prescribed by company policy, Generally Accepted Accounting Principles (GAAP) and CFR 47, Part 32, Uniform Systems of Accounts for Telecommunications Companies (FCC) and International Financial Reporting Standards;
2. Upload Billing Systems POS information on cellular handsets, accessories, SIMS and cards into Company's ERP;

3. Ensure data structure compatibility between the Billing Systems and the ERP to enable data integration between the two systems;
4. Configure Automated Reports to do the following:
 - a) to create standard inventory analytics report used for reviewing the actual behavior of cost in relation to its corresponding revenues. At the same time, create a report that depicts the behavior of cost and revenue in relation to various marketing and sales promotions activities;
 - b) to create standard Inventory analytics report used for reviewing the performance of each branch, and the performance of each regional location (GUAM & CNMI);
 - c) to create standard Inventory analytics report used for reviewing the performance of each product per Brand/Model which would guide the company where to invest its resources;
 - d) to create standard Inventory reports to compute Re-Order Points based on sales activity, profitability, inventory balances and lead time information to justify Purchase Requisitions.
5. Coordinate with cost and revenue accountant to ensure that item ledgers match general ledger balances at all times.
6. Monitor the performance of department personnel to ensure that all revenue transactions are performed in an efficient and timely manner and meets IT&E company standards
7. Assess the state of the company's data infrastructure, understand the structure of data warehouse and its capability to provide relevant revenue information;
8. Review financial and statistical reports summarizing the accounting and end-user billing activities for Guam and CNMI;
9. Review and analyze reports for Guam & CNMI like revenue variance analysis, toll reports by destination, Prepaid Cell Discounts and other reports as requested;
10. Provide insightful analysis to identify opportunities, with an ultimate objective to improve decision making and provide valuable insight into business performance;
11. Review product/promo pricing and impact analyses and provide recommendation.
12. Monitor monthly management reporting cycle and close process, specifically covering analysis and review of divisional performance;
13. Review and understand the control systems and procedures, as well as accounting records, to assure the accuracy and integrity of recorded revenue transactions;
14. Coordinate with information management personnel in an effort to make sure that data warehouse, software and hardware are always available for the efficient processing of revenues;
15. Assist in the annual budget exercise and management report preparation
16. Perform other related duties or tasks as assigned or required.

Minimum Qualification Requirements:

Education: Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field

Work Experience: Five years of progressive professional-level experience in telephony accounting, resulting in demonstrable mastery of accounting principles, concepts and applications; Audit experience is preferred or at least 5 years in Financial Accounting functions.

Licensure/Certification/Professional Association:

Certified Public Accountant (CPA) preferred, but not required at hire

Special Knowledge, Skills and Abilities:

1. Knowledge of:
 - a. Jet Reports,
 - b. Query Language such as SQL or PL/SQL,
 - c. GAAP, GAAS, IFRS, CFR 47, Part 32, and general Finance/Accounting practices,
 - d. Excel Macro programming
2. Skills in:
 - a. Advanced level in Microsoft Excel to process complex database operations and to generate reports in spreadsheets and graphical presentation, by employing excel formulas
 - b. Acutely analyzing detailed information
 - c. Analyzing performance results to determine methods of improving service.
 - d. Preparing written reports, statistics and analyses.
 - e. Using personal computer hardware and Microsoft software programs to include MS Excel, Access, MS Outlook and Word
3. Ability to:
 - a. Communicate clearly, concisely and accurately with all levels of staff and customers, both verbally and in writing
 - b. Lead and motivate professional-level staff, including being able to delegate responsibility and manage support staff.
 - c. Identify needed internal management and accounting controls and design and implement said controls
 - d. Learn, maintain and advance usage skills in the job-specific aspects of various computer hardware and software
 - e. Make logical and sound decisions in the resolution of difficult and complex situations
 - f. Create a team environment and maintain employee morale
 - g. Perform in a self-directed, hard-working, creative and forward thinking manner
 - h. Work in a fast-paced environment, with a willingness to perform in critical deadline situations

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, national origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy or disability or genetic information.

IT&E is a Drug Free Workplace