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# Example of Compliance Analyst / Senior Analyst Job Description

Our growing company is hiring for a compliance analyst / senior analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for compliance analyst / senior analyst

* Analyze department procedures to ensure compliance with state regulator and statutory requirements
* Help develop and drive solutions/strategies to issues faced by the businesses and the necessary controls around any change
* Compile and analyze site/division/corporate trade data to identify compliance risks and cost-savings opportunities
* Support business units on NAFTA certifications and ensure proper filing with brokers
* Work directly with sites/divisions and customs brokers to resolve day-to-day issues that result in border delays
* Preparation and review of international shipping documents such as commercial invoice, packing list, ISF (including consignee information) Incoterms, country of origin, accuracy of valuation and import classification
* Audit of entries filed with customs to include
* Preparation of reports such as monthly customs data reports (number of entries, entered value, duties paid, number of exams, , ) broker accuracy scorecard, overages and shortages
* Establish and enforce global Customs compliance policies and procedures for import export activities and conduct training efforts for functional groups directly or indirectly involved with import export activity
* Perform preferential duty calculations to take advantage of free – trade agreements

## Qualifications for compliance analyst / senior analyst

* Excellent organizational abilities and attention to detail is necessary
* Must be a self-starter who will anticipate challenges and work proactively to resolve issue
* Must be able to to travel domestically/internationally as required, up to 15%
* Ability to trouble-shoot and resolve KYC issues in a timely manner
* University graduate – Accounting / Finance / Business / Economics major
* Minimum 5 years’ experience in finance and accounting, internal/external audit roles