

## Job Description

### Compliance Reporting Senior Analyst

Inteserra Consulting Group, Inc. is an independently owned, med-sized consulting firm located in Maitland, Florida that specializes in telecommunications consulting and **Public Utilities Commission and Federal Communication Commission compliance reporting including: regulatory compliance reporting; network integration and optimization; NG911 project management; GIS mapping; and carrier applications/ tariffs.** We have been in business over 30 years, serving clients that range from small start-ups to the largest telecom and cable companies in the country.

#### Responsibilities:

The primary responsibility of this position is to manage the state and federal compliance reporting process for a group of clients. This requires understanding the outputs for a variety of billing systems and assisting with mapping the revenues to regulatory reports. This position will also respond to inquiries from regulatory agencies, coordinate internal reporting audits and identify process improvements. Reports include both routine reports required for fee remittances and more complex annual and other specialized reports required by state agencies and federal commissions (e.g., FCC) on behalf of telecommunications providers, cable companies, broadband providers, electric resellers and others. [CLICK HERE TO APPLY](#)

#### Requirements:

- Education and background from one or more of the following areas:
  - Accounting
  - Regulatory compliance
  - Taxes
  - Telecommunications, cable, or electric industry reporting
  - Utility regulation
  - Business management
- **Strong math and logic skills**
- Proficiency in all standard office software tools including but not limited to: MS Word and MS Excel
- Excellent verbal and written communication skills
- Excellent analytical and problem-solving skills and ability to multitask
- Must be comfortable with meeting strict deadlines
- High degree of respect for others and personal responsibility
- Ability to work independently but also have a team player attitude
- Must be punctual and reliable

Experience: 5 or more years of related experience

Education: Finance, Accounting or Business degree preferred or comparable work experience.

Job Type: Full-time with paid leave, health insurance, and competitive benefits

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