

Compliance Reporting Associate Specialist

Inteserra Consulting Group, Inc. is an independently-owned, medium-sized consulting firm located in Maitland, Florida that specializes in telecommunications consulting and Public Utilities Commission and Federal Communication Commission compliance reporting. This includes: 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:

Associate Position:

The Compliance Reporting Associate position provides value to our clients by helping ensure their regulatory compliance. You will have the opportunity to serve both our clients and our team members by providing support, research, reporting and document preparation. Work will include accurate and timely data entry into excel spreadsheet of client operational statistical data in preparation for verification process and uploading data into the database. Generating client reports based on database system batch dates as well as generating transmittal letters and preparing check requests for report filings with agencies. Federal and state filings include paper and online submissions. This position requires accurate and timely data entry into Microsoft Excel spreadsheets. Generating detail company reports for annual client outreach. Primary administrative support to Compliance Reporting Specialist.

Requirements:

- Education and background from one or more of the following areas:
 - High School graduate with a minimum of two years work related experience in a professional office environment
 - Prior Telecommunications and/or accounting experience a plus
 - Telecommunications
 - Utility regulation

- Highly organized and detail oriented
- Proficient in Microsoft Word and Excel
- Ability to meet strict date sensitive deadlines
- Demonstratable math aptitude
- Sound verbal and written communication skills
- Strong work ethic



- Ability to work independently but also have a team player attitude
- Must be punctual and reliable

Training on regulatory compliance and our processes will be provided.

Experience: 1 - 2 years

Education: Some college coursework completed. Degree preferable but not required.

Job Type: Full-time

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