

Please submit resume to Allison Valiquette at [avalique@dollargeneral.com](mailto:avalique@dollargeneral.com) or apply online at [www.dollargeneral.com/careers](http://www.dollargeneral.com/careers).

*Let's Grow Together! We are a fast-moving Fortune 200 publicly-traded company with more than 12,000 stores and 12 distribution centers in 43 states, growing by hundreds of stores each year. We work in an energetic atmosphere that embraces innovation and teamwork. At Dollar General, you can see a clear and fast path to career growth and success. We are committed to attracting talented and motivated people who can advance our mission of "Serving Others."*

**Job Title:** Customs Analyst

**Reports To:** Director, Customs & Ethical Compliance

**General Summary:**

The Customs Senior Analyst supports the Customs Director in the development and implementation of policies and procedures which ensure full compliance with U.S. Customs regulations, as well as other government agency regulations relevant to import operations. Role includes responsibility for classification of imported product, auditing of Customs entries and daily partnership with the company's Customs broker.

**Duties & Responsibilities:**

- Classification of product and quote sheet approval
  - Review import quote sheets to determine classifications on product, using the Customs Harmonized Tariff and binding rulings.
  - Maintain current knowledge of Customs Policy and regulations to ensure compliance.
  - Serve as contact for Merchandising, Global Sourcing, DGGs and the import reorder team for verification and reporting on classifications after each buying trip.
  - Coordinate product samples and paperwork necessary for Binding Rulings.
  - Responsible to update and maintain parts database with current classification data so that the brokerage network can clear the goods through U.S. Customs.
- Conducts monthly post-entry audits
  - Manages monthly post-entry audit process. Performs review of entries in compliance risk areas as outlined in Import Self-Assessment overview.
  - Reviews all exceptions. Using comprehensive understanding of customs regulations, determines if exceptions are ones that require submission of a formal correction to the customs entry.
  - Programs and maintains internal database that houses all entry data used in audit process. Creates tables, forms, and queries necessary to analyze entry PO data.

- Evaluates audit results and produces monthly reporting package for department management.
- Supports management with data analysis results required for annual U.S. Customs reporting.
- Categorizes audit findings, and creates monthly broker performance scorecard.
- Conduct Free Trade Agreement quarterly audits.
- Prepare Post Summary Correction request for broker, follow up to ensure timely filing per SOP and track to final resolution including updating internal tracking report.
- Provide daily direction to broker on classification, valuation, documentation and Customs entry inquiries.
- Develop and maintain Standard Operating Procedures related to position functions.
- Remain knowledgeable of customs policies and participates in projects as requested.

**Knowledge, Skills & Abilities:**

- Extensive knowledge of U.S. Customs regulations and classifications
- Excellent mathematical/computational and auditing skills
- Excellent computer skills to include Excel spreadsheet and Access database applications
- Ability to compare multiple sources of information and locate discrepancies
- Ability to work independently, handle multiple tasks and prioritize tasks to ensure timely completion
- Ability to work closely with internal and external groups, developing effective relationships

**Work Experience and/or Education:**

Associate's degree plus two years of experience in an analytical role, and preferably two years in customs compliance and classification roles.

**OUR BENEFITS PACKAGE**

- Health, dental, vision and life insurance
- Long term disability
- Accidental Death and Dismemberment insurance
- Company matched 401(k)
- Paid vacation
- Onsite child care, ATM, cafeteria and fitness facility
- Fun, values centered work atmosphere
- Corporate casual dress
- Relocation assistance

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