

# Job Description

Job Title: Customs Compliance Analyst  
Department: Customs Compliance  
Reports to: Director of Compliance  
Temporary Contractor

## **JOB SUMMARY**

The Customs Analyst will be responsible for ensuring customs transactions are processed in a compliant and timely manner consistent with department and company policies, procedures and internal controls.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include** the following. Other duties may be assigned.

- Monitor the Customhouse broker to ensure timeliness of clearance, payment of duties and fees, accuracy of data transmitted and resolution of entry problems.
- Troubleshoot shipment delays in US/CA/PR. Resolve discrepancies with carriers and customs brokers and forwarding agents and vendors.
- Responsible for commercial invoices issuances and approvals.
- Perform comprehensive audits of Customs data, including post-entry, PMS, K84, NAFTA, ISA and FTZ.
- Support all facets of ISA, FTZ, NAFTA, C-TPAT, PIP programs maintenance including reporting and record keeping.
- Assist with the classification of Zale products using the Harmonized Tariff Schedule of the United States (HTSUS) according to General Rules of interpretation (GRI's), Binding Rulings, Explanatory Notes, Informed Compliance Publications, Reasonable Care Guides, and other established Customs information.
- Monitor and distribute carriers shipping reports.
- Maintenance of Child Product Certificates (CPC) according to CBP standards.
- Complete Automated Export System (AES) filings as required for export shipments.
- Monitor Export Compliance rating and Labor reports with US Census.
- Prepare other government agencies (OGA) forms including F&W, FDA, CBP and CBSA according to Federal Regulations.
- Complete Customs Bond renewal process.
- Special projects as assigned by E&C team as relates to generic compliance initiatives.

**EDUCATION and EXPERIENCE**

- Bachelor's degree in compliance, Finance, Logistics, or related area, or the equivalent experience
- Minimum of 2-4 years of experience in Trade or Customs Compliance

**QUALIFICATIONS**

- Good knowledge of 19 CFR (Imports) and 15 CFR (Exports) U.S. Customs regulations and Canada Border Services Agency regulations
- Strong analytical and problem solving skills, with attention to detail
- Strong organizational and time management skills
- Good verbal and written communication skills
- Proficiency in the use of PC software skills for analysis, reports, and audits
- Ability to establish positive working relationships across the organization and with Customs officials