

EXCHANGE™

ARMY & AIR FORCE EXCHANGE SERVICE

Title:	IMPORT COMPL ANALYST II (S)			Job Code:	6610U43E90		
Effective:	11 JUL 2012		DOD Series:	1889	Commission:	NO	
Security Requirement(s):	NACI				Third Shift:	NO	
			Work Load:	W	Survey:	MARKET	
FEO Code:	1	Census Code:	073	Resilian:	NO		
Supervisor:	YES	Manager :	YES	EMP:	NO	Last Modified:	02 NOV 2018

Summary of Responsibilities

RESPONSIBLE FOR IMPORT COMPLIANCE ACTIVITIES ENSURING TRADE COMPLIANCE AND OPERATIONAL EXCELLENCE.

Complies with applicable directives, policies and procedures. Actively supports and implements applicable EEO laws and programs within the Exchange. Assumes other related responsibilities as assigned.

Major Duties and Responsibilities

- DEVELOPS AND SUPPORTS IMPORT COMPLIANCE RELATED FUNCTIONS SUCH AS ASSIGN HARMONIZED TARIFF SCHEDULE CLASSIFICATION, ORIGIN ANALYSIS, DOCUMENTATION REQUIREMENTS FOR PARTICIPATING GOVERNMENT AGENCIES (FDA, EPA, USDA, ETC.). COLLABORATES WITH CUSTOMERS IN SUPPLY CHAIN TO REVIEW PRODUCT LINE. ENSURES PARTNERS PROCESS SHIPMENTS AND FILE DECLARATION TIMELY. • 35%
- PARTICIPATES IN AUDITS & RISK ASSESSMENTS AND IMPLEMENTS CORRECTIVE ACTIONS TO MAINTAIN COMPLIANCE STANDARDS AND IDENTIFY RISK MITIGATION STRATEGIES. SUSTAINS COMPLIANCE METRICS WITH CLEARANCE ACTIVITY. • 25%
- ANALYZES POLICY ENSURING VALUATION PRACTICES INCLUDING TRANSFER PRICING, COMMISSION, AND OTHER DUTIABLE PAYMENT CONTROLS. MONITORS AND SUPPORTS ENTRY PAYMENT PROCESSING ON ACH PERIODIC MONTHLY STATEMENT. • 20%
- MAINTAINS TRADE PREFERENCE PROGRAMS SUCH AS FIRST SALE AND DUTY DRAWBACK. ENSURES RECORD KEEPING REQUIREMENTS ARE ADHERED AND ACCESSIBLE. • 10%
- STAYS CURRENT WITH TRADE LEGISLATION THAT MAY AFFECT COMPANY PROCESSES. FACILITATES CONTINUAL EDUCATION AND AWARENESS TRAINING. PERFORMS OTHER RELATED DUTIES AS ASSIGNED. • 10%

Supervisory Responsibility

- 1-5 PEOPLE

Level

- TRADE COMPLIANCE MANAGER

Challenges

- NONE

Qualification Requirements

5 YEARS EXPERIENCE IN TRADE COMPLIANCE IN A RETAIL ORGANIZATION. KNOWLEDGE OF CODE OF FEDERAL REGULATIONS (CFR) TITLE 19, WORLD CUSTOMS ORGANIZATION (WCO) HARMONIZED TARIFF SCHEDULE (HTS) PRINCIPLES AND INTERNATIONAL LOGISTICS PREFERRED

OR

BACHELORS DEGREE AND 3 YEARS EXPERIENCE IN TRADE COMPLIANCE IN A RETAIL ORGANIZATION. KNOWLEDGE OF CODE OF FEDERAL REGULATIONS (CFR) TITLE 19, WORLD CUSTOMS ORGANIZATION (WCO) HARMONIZED TARIFF SCHEDULE (HTS) PRINCIPLES AND INTERNATIONAL LOGISTICS PREFERRED

Education

Degree (one of):

- BACHELORS DEGREE - Preferred

Major/Minor (one of):

- BUSINESS - Preferred
- ECONOMICS - Preferred
- LOGISTICS/SUPPLY CHAIN MANAGEMENT - Preferred

Certificate/License (one of):

- CUSTOMS BROKER LICENSE (NO EXP) - Preferred

Experience

- NONE

Technical

Technical (Preferred/Required Skills/Systems):

- MICROSOFT OFFICE PRODUCTS - Required
- AUTOMATED CUSTOMS ENVIRONMENT (ACE) - Preferred
- TRADE MANAGEMENT SYSTEM - Preferred

AAFES Training Course

- NONE

Employee's Acknowledgment: I understand the nature and scope of my official responsibilities. Receipt of a copy of the Job Description is acknowledged.

EMPLOYEE SIGNATURE:		DATE:	
SUPERVISOR SIGNATURE:		DATE:	