

## Compliance & Cost Analyst US Operations

**Location:** Blackhawk Rd. Rockford, IL

**Department:** Logistics / Compliance

**Reporting To:** Nicole Koser

**Hours:** 7:30am – 4:00pm

### JOB DESCRIPTION:

The Compliance and Cost Analyst is responsible for assisting in import and export operations and performs governmentally required foreign trade zone reporting. This role also assists the Director of Logistics/Compliance and the Corporate Director of Business Process in a variety of trade compliance and product costing initiatives.

### ESSENTIAL FUNCTIONS:

- Performs Foreign Trade Zone (FTZ) inventory, lot control tracking and FTZ reporting in compliance with Customs and Border Patrol (CBP) Regulations.
- Assists to ensure compliance with all regulatory requirements relative to country duties and tariffs for both Import and Export shipment of products.
- Assists to ensure the organization achieves the lowest possible cost of freight while maintaining requirements for quality and responsiveness.
- Assists in analyzing government regulations and procedures in order to determine Free Trade Agreement (FTA) eligibility of goods in response to customer requests.
- Assists in obtaining Bill of Materials (BOM) and assigning HTS classifications to support the FTA qualification process.
- Assists in preparing FTA Certificates to Customers
- Assists in updating supplier information for solicitation in accordance with Free Trade Agreement Compliance Regulations.
- Assist in internal audits to ensure compliance with trade policies and processes.
- Interact with multiple functions and the leaders of these functions, such as legal, strategic sourcing, business units and finance.
- Assists in maintaining the product costing systems of the Company.
- Assists to ensure accurate part setups and part costing as related to Freight, Duties & Tariffs.
- Assist in the annual standard cost roll process as related to Freight, Duties and Tariffs.
- Follows environmental management system requirements.

### REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to work effectively in a hybrid environment, balancing in-office collaboration with remote productivity.
- Ability to assist in internal audits to ensure compliance with trade policies and processes.
- Must be effective working in a support position, influencing teams and individuals throughout the entire organization.
- High Energy with demonstrated ability to work independently and in a team environment and show initiative in a fast paced, high energy global environment.
- Ability to assist in Compliance Policies and Procedures.
- Experience in applying business judgment in determining best approaches and alternatives to address issues encountered.
- High analytical skills and abilities.

#### EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in business, Finance, Accounting, International Trade or equivalent work experience.
- 2 years of experience in customs trade, Import and/or Export.
- Knowledge of Harmonized Tariff Schedules (HTS) and/or Export Control Classification Number (ECCN).
- Competency in an ERP System, preferably JD Edwards
- Competency in Microsoft Windows products: Outlook, Word, Access, and Intermediate to Advance level for Excel and PowerPoint.

#### PAY AND BENEFITS:

- The budgeted range for this role is \$2,307.70 to \$2,884.62 USD per biweekly pay period. The range provided is a good faith estimate representative of the desired level of experience for the position. Bergstrom Inc. considers several factors when extending an offer, including but not limited to, the role, function and associated responsibilities, a candidate's work experience, education/training, and key skills.
- Hired applicants may be eligible for benefits, including but not limited to, Bergstrom's discretionary incentive, medical, dental, vision, life insurance, short-term disability, long-term disability, 401(k) match, flexible spending accounts, employee assistance program, tuition reimbursement, paid time off and holidays.

#### TO APPLY:

If you would like to be considered and meet all the position requirements, please [email](#) your resume and cover letter to Andrew Hall in Human Resources.

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