

Position Description



Job Title: Logistics Accounting Analyst

Level:
Analyst

Position #:

Supervisor's Title: Manager, Supply Chain Reporting

Department: Corporate Logistics

Location: Union, NJ

Basic Purpose:

This position is responsible for the tactical interaction with 3rd party freight payment provider and all activity related to carrier payment and carrier billing exceptions. This position will require development and maintenance of data management tools, ERP systems mining, and ad hoc analysis. The role will work with many cross-functional areas within the Bed Bath & Beyond organization to accomplish these objectives.

Principle Accountabilities:

- **Carrier Payables (50%)**

- Liaison to 3rd party freight payment provider in the effort to process, audit and pay freight carriers for services provided in all modes (LTL, Parcel, Truckload, Rail)
- Creating and transferring weekly data files to 3rd party freight payment provider necessary for payment, approval and account coding of carrier invoices
- Handling and maintaining contracts and rate tables
- Responsible for auditing payment summaries and data files used for reporting
- Partnering with freight service provider in resolving billing discrepancies
- Responsible for leading weekly calls with freight carriers and 3rd party freight payment provider to review and resolve outstanding payables

- **Logistics Expense Reporting (50%)**

- Reporting on freight service providers aging and monitoring payments to terms.
- Facilitating the data gathering and reporting of logistics activities in the areas of transportation and store operations, carrier management, and freight expenditures.
- Produce report cards to communicate performance that are specific to each area of Corporate Logistics and drive lowest landed cost initiatives. Management reports will also detail logistics financials, carrier accessorial expense, freight variance (exception) detail, and carrier performance results.
- Continually modify and enhance reporting indices according to business requirements.
- Manage the conversion of paper and manual period reporting to real time on-line reporting through data warehousing.
- Support organizational data mining of ERP systems and Logistics software as needed.

Dimensions/Scope:

- Support and develop reporting to meet the Supply Chain needs of a \$4.2B retailer
- Develop reporting tools.
- Drive supply chain savings through cost control
- Enhance process of carrier payment

Internal and External Relationships:

- Will work with many cross-functional areas within Bed Bath & Beyond, including Purchasing, IT, Operations Support, Vendor Compliance, and Finance.
- Responsible for interaction internal to Logistics in the areas of Transportation Management and Logistics Operations.
- Responsible for interaction with 3rd party freight payment provider and Carrier Relationships

Challenges:

The greatest challenges of this position will be to coordinate and organize the process of resolving freight payment issues between 3rd party freight payment provider, Carriers, and Internal Departments.

Knowledge and Experience:

This position requires a high level of Accounting Systems knowledge. A strong proficiency in the areas of Finance/Accounting, Logistics and Supply Chain Operations are desired. The position requires excellent communication ability with all levels. **Superior problem-solving and analytical skills are paramount.** Database knowledge and past development experience in MS Access is a must. Degree in Finance, Accounting, or Logistics required. BBB does not sponsor H1B visas.