



## Job Description

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**Position (Title):** Senior Analyst - Transportation

**Division:** TRU

**Reports To (Position):** Manager, Fleet Operations

**Grade Level:** C

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**Job Summary:** The Senior Transportation Analyst is responsible for identifying, developing and implementing the company-wide, private fleet transportation programs to improve operating results and service levels. This position is the focal point for all outbound transportation quantitative and qualitative data mining and subsequent analysis required for the preparation and presentation of the annual expense budgets for the outbound transportation department. Additional responsibilities include the development, preparation and presentation of monthly reporting metrics and KPIs for management review as well as the creation and implementation of performance metrics to improve operational efficiencies.

The Sr. Analyst has responsibility for weekly and monthly financial review of all transportation accounts for 10 DCs along with cause of change and trend analysis. Responsible as lead on projects such as budget model creation, fleet utilization, ETA performance, etc. Reconciles store expenditures by DC on a period basis in compliance with Sarbanes Oxley. Works directly with various departments within the R Us organization.

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**Essential Duties and Responsibilities:**

- 1) Spreadsheet/Database Development
  - a. Write Access and Excel programs as needed
  - b. Comprehend existing models and databases
  - c. Create and maintain key performance indicator graphs & charts
  
- 2) Transportation Financial Analysis
  - a. Weekly / monthly review of transportation accounts and preparation of cause of change
  - b. Identify trends and recommend best practices
  - c. Implement best practices across the R Us network
  - d. Annual budgeting and cause of change analysis
  - e. Store expense allocation and reconciliation
  - f. Assist in developing period flash numbers for finance
  - g. Period close responsibility for reporting all financials in all transportation accounts on operating statement
  - h. Reconcile store expense allocation on a weekly / monthly basis
  
- 3) Operational/Service Reporting

Create private fleet and 3<sup>rd</sup> party carrier quarterly and annual on-time delivery performance reviews.

  - a. Prepare reports based on information from scheduling system, XATA and other internal and external sources
  - b. Co-lead meetings with transportation managers regarding carrier performance for quarterly and annual reviews.
  
- 4) Ongoing Analysis
  - a. Trend analysis, cause of change
  - b. Recommend best practices based on analyses completed
  - c. Intra-area opportunities
  - d. Various ad hoc analyses as assigned
  - e. Make recommendation as to programming requirements
  
- 5) In depth understanding of Sarbanes Oxley as it relates to the transportation subhaul account.
  
- 6) Review various transportation invoices for transportation network for accuracy, payment and proper general ledger coding
  
- 7) Able to lead ad hoc teams and projects with transportation managers to accomplish objectives
  
- 8) Identify areas of opportunity to decrease cost.
  
- 9) Able to present project plans in a professional manner to secure approvals.



Job Description (continued)

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- Other?
    - Solid analytical, financial and math skills
    - Problem solving and resolution
    - Strong communication skills (both verbal and written), interpersonal skills
    - Able to work independently with minimum supervision
    - Well-organized and detail-oriented
    - Knowledge of transportation including D.O.T. compliance and safety
    - Computer skills – Microsoft application
      - Advanced user skills in Excel, Access, PowerPoint, MSWord
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**Education and Experience:**

- Bachelor's Degree in Business, Logistic and or equivalent work experience.
  - Three to five years of experience in an operations environment, analytical position and or transportation
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