



## **Job Description**

### **Compliance Reporting Specialist**

Inteserra Consulting Group, Inc. is an independently-owned, medium-sized consulting firm located in Maitland, Florida that specializes in telecommunications consulting and **Public Utilities Commission and Federal Communication Commission compliance reporting**. This includes: regulatory compliance reporting; network integration and optimization; NG911 project management; GIS mapping; and carrier applications/ tariffs. We have been in business over 30 years, serving clients that range from small start-ups to the largest telecom and cable companies in the country:

#### **Specialist Position:**

Primary responsibility includes serving as a client interface for telecommunications compliance reporting. The position specializes in the preparation and submission of compliance reports to the state (PUC'S or equivalent) and federal commissions (FCC) and/or regulatory agencies on behalf of telecommunications providers.

#### **Requirements:**

- Education and background from one or more of the following areas:
  - Accounting
  - Regulatory compliance
  - Taxes
  - Telecommunications
  - Utility regulation
- **Strong math and logic skills**
- Proficiency in all standard office software tools including but not limited to: MS Word and MS Excel
- Excellent verbal and written communication skills
- Excellent analytical and problem-solving skills and ability to multitask
- Must be comfortable with meeting strict deadlines
- High degree of respect for others and personal responsibility
- Ability to work independently but also have a team player attitude
- Must be punctual and reliable

Experience: 1 - 2 years

Education: Finance, Accounting or Business degree preferred or comparable work experience.

Job Type: Full-time

**[CLICK HERE TO APPLY](#)**