



JOB DESCRIPTION

FSLA: Exempt

POSITION TITLE: Expense Analyst **DEPARTMENT:** Global Expense Management

GENERAL MISSION STATEMENT: Under the general supervision of the Team Lead, Global Expense Management; performs a variety of basic auditing and accounting related functions, to ensure all transferee financial related activities are processed, accounted for and invoiced within both, client contracts and MSI established guidelines.

PRIMARY COMPONENTS:

- Sets up new transferee files in Expense Tracking Systems and ensures data integrity of new information.
- Collaborates with both US and Global Operations teams to ensure critical data fields are tracked in the system and completely accounted for.
- Audits transferee expense vouchers, vendor and MSI invoices against specific client policy to ensure adherence and accuracy. Codes and inputs into expense tracking systems for effective reporting methods and controls for clients and MSI.
- Researches late/missing payments, and works with Expense Auditors to resolve payment issues.
- Prepares payment requests for various client global payroll departments.
- Assists Expense Auditors in identifying files to be audited and closed.

SECONDARY COMPONENTS:

- Provides assistance to, and back-up for Expense Auditors' duties as necessary and/or required.
- Provides support to the US Operations Group as related to Expense Management.
- Assists with client and company audits on information as it relates to Expense Management.
- Works with Team Lead and Director, Global Expense Management, to identify improvements/enhancements to overall operations of Department's service and capabilities.

OTHER COMPONENTS:

The items listed as primary and secondary components represent a description of the ordinary duties of the position. It should be expected that other duties, both related and unrelated, may be assigned and required. Continue to learn additional job related duties for professional growth.

EDUCATIONAL DEVELOPMENTOR EQUIVALENT:

Associates Degree or experience to two years of college level courses.
Minimum of one year of financial related experience.

WORKING DEMANDS:

- Ability to prioritize assignments, meet tight deadlines.
- Computer proficiency, in Microsoft Excel and MS Office 00, and other programs as required.
- Ability to communicate, both orally and in writing.
- Ability/willingness to project a professional image consistent with client expectation.