

**RSR GROUP, INC.  
JOB DESCRIPTION**

**POSITION TITLE: Vendor Reconciliation Analyst**

**TITLE OF SUPERVISOR: Vendor Relations Manager**

**DATE SUBMITTED: September 2022**

**POSITION SUMMARY:**

This position is responsible for assisting the Vendor Relations Manager and communicating with our vendor partners regarding issues related to purchasing, accounting, warehousing, marketing, and product compliance. The Vendor Reconciliation Analyst will correspond with vendors regarding payments, receivables and merchandise receipts ensuring that vendor reconciliations are accurate and current. In addition to working with our vendors, the Vendor Reconciliation Analyst will routinely provide feedback to various internal departments including the purchasing team regarding vendor performance and status.

**REGULAR DUTIES AND RESPONSIBILITIES:**

Works with various departments including accounts payable, the warehouse and purchasing to research and resolve missing product issues and corresponds with our vendors as necessary.

Ensures timely payment and communication with vendors regarding discrepancies. Receives merchandise and enters corresponding adjustments for missing product meeting specified parameters. Revises RSR's purchase order quantities as necessary to reflect vendor records.

Handles related Requests for Buyers Assistance (RFBAs) to expedite merchandise receipts and payments. Summarizes accounting and warehouse requests to identify performance trends. Works with the purchasing staff as necessary to address issues and updates appropriate parties.

Assists in the preparation of the Receiving/Adjustment log monthly as well as a summary of the Missing In House – Inbound account.

Prepares vendor reconciliations and works with vendors to ensure our account remains current.

Monitors vendor program reimbursements and communicates the status to the Vendor Relations Manager as well as providing documentation to vendors and accounting as necessary.

Works with vendors and marketing to assist in acquiring images for new SKUs.

**EMPLOYEES SUPERVISED:**

None

**QUALIFICATIONS:**

The Vendor Reconciliation Analyst will have an undergraduate degree, preferably in Finance or Accounting, with one-year of experience in a similar capacity; or five years of experience in a similar capacity absent a degree. This position requires strong attention to detail, judgement, organizational skills and analytical ability. The Vendor Reconciliation Analyst must be able to effectively communicate, verbally and in writing, with co-workers and vendors. This position requires proficiency in Word and Excel, which requires a detailed understanding of Excel spreadsheets.

**Physical demands:**

While performing the duties of the Vendor Reconciliation Analyst, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands to handle or feel and reach with hands and arms. Specific vision ability required include, close vision, distance vision, peripheral vision and ability to adjust focus.

The physical demands of this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES MAY BE ADDED, DELETED, OR CHANGED AT ANY TIME AT THE DISCRETION OF THE MANAGEMENT, FORMALLY OR INFORMALLY, EITHER VERBALLY OR IN WRITING.