

**Lane Council of Governments
Job Classification**

Job Title: Telecommunications Analyst
Division: Regional Technology Services
Reports To: Telecommunications Manager
Range: 14

FLSA Status: Non-Exempt
Last Revised: August 2007

General Statement of Duties

Analyzes, balances, reconciles local and long distance vendor services with telephone consortium computerized call accounting system; allocates costs to proper accounts; maintenance of data base integrity and telephone system performance.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate telecommunications standards. Work performance is evaluated through periodic conferences and reports, and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Moderate monetary responsibility. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions.

Essential Job Functions

Develops and maintains spreadsheets containing all vendor codes, many types of expenses, and formulas for allocation; allocates costs to proper accounts.

Reviews carrier bills for problems, over billings and deviations. Opportunities for errors exist in several stages of the process. Must be able to recognize problems and make corrections in complex formulas and accounting; assures proper billing for services rendered; approves bills for payment.

Performs cost allocation process, including calculation, computer input of information, and analysis of results; runs reports as needed; explains cost allocation system to agencies and users.

Other Job Functions

Coordinates the cost and charge back of yellow pages advertising.
Provides backup for the call accounting system for production of reports, maintenance of data base integrity, and telephone system performance; checks system integrity; assists in correcting problems.

Performs other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of computers and related equipment, with occasional lifting of heavy objects.

Knowledge, Skills, and Abilities

Considerable knowledge of telecommunications industry services, practices and billing system, including industry acronyms and terminology.

Knowledge of software applications for telecommunications billing and accounting systems, including the use of spreadsheets.

Knowledge of governmental accounting practices and procedures.

Ability to understand and utilize complex data processing programs and systems.

Ability to communicate effectively with other employees and vendors using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to prepare accurate records and reports.

Ability to establish and maintain effective working relationships with other employees, vendors and representatives of other agencies.

Physical ability to perform assigned work.

Education and Experience

Associate's degree in accounting, business or public administration or related field, three years progressively responsible experience in telecommunications billing and call accounting systems; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.