

FBO OPERATIONS ANALYST

Looking for an opportunity to grow your career with a fun, customer-service focused and professional organization? Consider industry leader **Avfuel Corporation** (Ann Arbor, MI), a global supplier of aviation fuels and services.

Avfuel is currently seeking an **Operations Specialist**.

Position Description:

Duties

- Support FBO retail operations industry specific POS and operations software (Total FBO-TFBO) by troubleshooting user issues in the field, running standard and customer reports, helping retail managers and other office personnel with reports and data.
- Review and analyze customer aging reports to determine profit/loss account performance and to help identify and resolve customer collection issues
- Inventory planning, forecasting and pricing for multiple inventories and products
- Onsite liaison with various departments, specifically the IT department
- Prepare and review monthly financial reports and ad hoc analysis with retail manager and senior managers as needed
- Interface and liaise with retail managers in field to assure managers have sufficient access to central accounting and administration
- Complete various projects as assigned
- Travel to retail operations from time to time to conduct operational and administrative audits

Skills Required

- Proficient in extracting conclusions from available data and provide meaningful analysis
- Ability to use and support industry platform proprietary software to manage general accounting functions
- Excellent communication and organizational skills
- Strong analytical, and systems skills

Education/Experience:

- Bachelor degree in business or related field, GPA 3.0 or higher
- 5-7years business or related field

Complete application at <http://www.avfuel.com/contactUs/jobOpportunities.asp> and forward along with resume and salary requirements to jobs@avfuel.com. EOE/M/F