

## **Company Overview**

PE Systems ([www.pesystemscorp.com](http://www.pesystemscorp.com)) is a highly specialized professional services firm that provides consulting and auditing services to Clients in all industries and markets. Our sole business mission is to reduce and manage payment processing costs for our Clients. We have significant expertise, knowledge and a passionate focus on reducing the components of payment processing costs. We have particular expertise in the analysis, reduction and management of the costs related to process credit and debit cards.

We work on behalf of our Clients as their advocate and partner. Our business model is 100% pay-for-performance: our clients do not pay us unless we actually reduce their payment processing costs. We identify cost reduction opportunities and design a cost reduction program tailored specifically to a Client's unique processing environment.

Our Client List is impressive and stretches across many vertical markets, including: universities and colleges, Fortune 1000 companies, professional sports teams, non-profit institutions, national retailers, manufacturers, distributors, telecommunications and many other types of business and organizations.

## **Job Description**

We are currently seeking to hire a "**Business Analyst**" to add to our existing department. We are a consulting firm with headquarters here in Spokane, Washington. We have employees and customers across the United States. If you are interested in working for a growing and exciting small Company and being part of a national expansion plan, this may be the position for you.

### **Job Duties and Tasks:**

- Work with Excel Spreadsheets and Database software on a daily basis
- Prepare extensive and detailed analysis using Excel and Database software
- Analyze credit card processing statements for our Clients
- Evaluate credit card statements and prepare associated analysis
- Develop a full understanding of all Visa and MasterCard cost and rate structures, including interchange rates and card assessments
- Develop a strong understanding of the credit card industry terminology and structure
- Analyze, study and evaluate a Clients total processing environment and cost structure from reviewing detailed statements and other data
- Identify and quantify cost reduction opportunities for our Clients
- Analyze and prepare cost reduction recommendations for our Clients, based on the analysis of their cost structure
- Create Microsoft PowerPoint and Excel presentations detailing our analytical work
- Work closely with all departments in the organization on client issues, including evaluation of proposals, cost impact items, and options that may be available to the client during term of contract

### **Requirements**

- College degree in finance, accounting or mathematics is required
- At least 3 to 5 years experience in the business world is preferred
- Microsoft Office (Excel, Word, Outlook, PowerPoint) experience with high level of Excel understanding
- Ability to work independently in a fast paced environment
- Excellent mathematical aptitude
- Sit for extended periods of time
- Excellent written and oral communication skills

### **Compensation**

We offer an excellent overall compensation package that will be dependent upon your level of experience. This position includes a competitive base salary, along with incentives and bonuses. In addition, we offer a comprehensive benefits package, as well as full reimbursement for all travel and business expenses.

Please e-mail your Resume to: [HR@pesystemscorp.com](mailto:HR@pesystemscorp.com) or fax it to: 509-755-0623. Qualified applicants will be contacted by telephone for an initial interview.