



Job Description

Date: 1/16/14

Title:	Revenue Management Analyst	Department:	Accounting
Reports to:	Director of Finance	Status:	Exempt

I. Job Purpose/Objective

The Revenue Manager will work closely with Executives, Director of Finance, & Sales Managers to analyze price positioning in the various markets for each of our products. He/She will assist in developing, and then implement, and track pricing and inventory block strategies to maximize revenue for the company.

II. Essential Job Functions

Incumbent may perform any or all of the following:

- Assist in developing specific strategies for product offering, pricing and block management to maximize margins.
- Perform analysis in order to develop margin and inventory management strategies. This analysis may include, but is not limited to:
 - Historical Trend Analysis
 - Revenue Projection Analysis
 - Break-even Analysis
 - Margin Analysis
 - Demand/Blackout Date Calendar for block management
- Work closely with Sales, Reservations and operations to gain an understanding of all products and product components, allowing proper assessment of margins, sales strategies, operational logistics and customer service requirements.
- Monitor and evaluate pricing strategies and block management , which include, but are not limited to:
 - Vehicle & Driver attribute and availability
 - Rate structure/tier pricing by market, season or time of day, depending on product type
 - Competitive Pricing Analysis/Market Analysis
 - Pricing structure for Groups/Buyouts/Charters
- Track and Communicate the effectiveness of defined strategies, making recommendations for on-going adjustments, which include, but are not limited to:
 - Daily tracking of vehicle availability, guest counts, evaluation of strategies, and adherence to policies
 - Weekly tracking/status reports
 - Monthly revenue/margin and guest count reporting and review with Sales Managers
- Communicate effectively with various departments in regard to all rates, products, marketing efforts, and operational needs to meet revenue goals
- Performs other related duties as assigned or requested

III. Physical Demands/Working Conditions:

- Air Conditioned office
- Desk and chair
- General office equipment and supplies

- Light work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.
- Standing and typing for a sustained period of time
- Pushing, lifting and reaching occasionally to complete tasks
- Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
- Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and expansive reading
- The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work)

IV. Supervision

Does this position supervise other employees?	No
If no, does this position make work assignments and/or check the work of others but without the supervisory responsibilities?	No
If yes, what positions:	•
If yes, what are the supervisory responsibilities?	

V. Essential Skills (Minimum qualifications individual must possess when entering position) – i.e. skill sets, key performance indicators, education, certifications, etc.

- College Degree, Business or Travel Industry degree preferred
- 1-3 years revenue management experience preferred
- Able to work full time - Monday to Friday from 8:00am-5:00pm
- Ability to write routine reports and correspondence
- PC literate- must be able to utilize / manipulate computer programs – 10 key by touch, mail merge, create spread sheets & formulas, create charts, merge program data
- Advanced Excel skills
- Able to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, proportions, area, etc.
- Able to work with various office machinery (copiers, printers, fax machines, etc.)
- Good analytical skills
- Familiarity with computerized accounting systems
- Effectively speak before groups of customers or team members of the organization
- Utilize common sense understanding to carry out instructions furnished in written, oral or diagram form
- Deal with problems involving several concrete variable in standardized situations
- Adjust to a fast-paced environment with varying deadlines
- Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs

- Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, and uses computers to improve productivity
- Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements
- Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems
- Prioritizes well, shows energy, reacts to opportunities, instills urgency in others, and meets deadlines
- Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere
- Manages a fair workload, prioritizes tasks, develops good work procedures, manages time well, and handles information flow
- Keeps information organized and accessible, maintains clean/functional work space, works systematically/efficiently, and manages time well
- Listening Skills- Listens attentively to others, asks clarifying questions, actively listens, stays open to other viewpoints, manages distractions and interruptions
- Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues
- Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, conveys good news and bad
- Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills

Employee Name	Employee Signature	Date
Manager Name	Manager Signature	Date
Human Resources Name	Human Resources Signature	Date

The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.