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# Example of Business Operations Analyst Job Description

Our company is searching for experienced candidates for the position of business operations analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for business operations analyst

* Provides training and explanation to Professional Services personnel regarding ProBench project management, internal revenue recognition, and Order Administration policies
* As requested, assists in financial modeling, forecasting, and/or reporting for general fund and/or sponsored project funds
* Manages financial tools necessary to support sponsored project activity ﴾e.g., detail of financial transactions, tuition expense﴿
* Determines and/or negotiates annual leave rate
* Develop and manage databases to improve internal management of sponsored research projects
* Develops and implements improvements to existing processes affiliated with the research and administrative functions of the Laboratory
* Provides peer assistance in specialty area
* Interacts frequently with Executive Associate Director, Sponsored Project Financial Management Team, CU Boulder and CU System colleagues, and Laboratory executives and managers requiring a high level of communication skills to provide accurate and timely information regarding financial position of the Laboratory
* Serves as a fiscal management and analytical resource for LASP as required
* Support strategic business decisions on Customer Operations strategy

## Qualifications for business operations analyst

* Project oversight – lead projects impacting system access for new hires, transfers, reduction in workforce, or single system access user modifications
* Ability to manage projects and deliverables within the group including ability to keep up with rapid changes in priorities
* Attention to detail and the ability to work independently following direction
* Build rapport internal and maintain a positive working relationship
* Articulate complex analysis in a clear, concise manner that is appreciated by Junior and Senior Management
* Bachelor’s degree with at least 1 year of experience