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# Example of Finance Operations Analyst Job Description

Our company is hiring for a finance operations analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for finance operations analyst

* Own the Company’s warranty financial models and processes
* Understanding of regulatory compliance with focus on environmental rules and regulations at both federal and Puerto Rico levels
* Understanding of Puerto Rico permitting requirements including resource and regulatory agencies
* Understanding local markets, trends and opportunities
* Public participation and community relations and involvement in environmentally challenging conditions
* Conducting engineering calculations, preparing plans, technical specifications and design drawings is a plus
* International business experience in Latin America is a plus
* Perform routine reporting and ad hoc analysis prepared by division and finance teams (such as accurate booking of actual financial data, utilizing models to generate annual operating plans 18 month rolling forecast for the operating divisions including detailed variance analysis)
* Conduct financial support, analysis and reporting to division leadership and finance (such as budget and forecast scenario analysis, support of contract and purchasing negotiations, headcount productivity tracking and reporting and identification and analysis of revenue and cost initiatives)
* Meeting participation/contribution involving key divisional and finance issues

## Qualifications for finance operations analyst

* Moderate Microsoft Excel
* Proficient in Microsoft Office package (Excel - including use of macros and lookup tables, Word, PowerPoint)
* MS Office experience, especially Excel and PowerPoint
* High integrity and self-motivation
* Ability to quickly compile data from various sources and organize data into a concise and accurate format
* Experience creating reports, interpreting and analyzing data