Downloaded from <https://www.velvetjobs.com/job-descriptions/finance-operations-associate>

# Example of Finance Operations Associate Job Description

Our company is looking to fill the role of finance operations associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for finance operations associate

* Utilize project management best practices to track book of work priorities, communicate updates, & manage projects to successful completion
* Evaluate operational functions to ensure executional excellence
* Assist with our investor relations program
* Identify and measure key performance indicators for the Company
* Manages staff, which may include interviewing and selection, job description preparation, professional development, goal setting, performance management, coaching and mentoring, employee counselling, and separations
* Consolidate / compile cost center forecasts every 3 months for Global Operations area, OCOS and Indirect Distribution areas in North America, based on discussions with various departments, and provide summaries and analyses to management
* Track capital and expense spending related to NPD projects
* Handling commissions and the analysis of them
* Incepting teams, initiate requirements gathering, and conceptualizing initial MVP
* Build and manage product backlog with Developers, UI/UX Designers, Product Owners as part of continuous build-measure, and learn process

## Qualifications for finance operations associate

* Administrator/power user of of Oracle Financials, HFM, IBM Cognos TM1, IBM Cognos BI
* Clear communicator, written and verbal, able to articulate and present strategic and tactical objectives including underlying business rationale with appropriate audience sensitivity
* The Trade Finance Operations Officer is responsible for Monitoring and critical controls of our end to end Trade Finance Operations transactions processing
* Facilitates communication between functional teams to share knowledge and good practice, and to foster a focus on process and performance efficiency
* Responsible for building and managing relationships with GTB front office and other internal and external parties in particular around the more time critical, complex or regulated Trade Finance structure and processing
* Minimum 5 years relevant experience in Trade Finance technical areas, supporting GTB Trade Finance Business