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# Example of Finance Operations Associate Job Description

Our growing company is looking to fill the role of finance operations associate. 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 finance operations associate

* Become a subject matter expert to mitigate risk and drive efficiencies
* Establish new controls for IBD Operations by partnering with Technology to design, build, and operate in a straight through processing (STP) environment
* Collaborate with our technology and business partners to enhance systems and workflows
* Provide data analysis and management reporting
* Apply regulations found in Medicare Managed Care Manual and Prescription Drug Benefit Manual, established internal policies and procedures to routine membership billing tasks
* Generate and quality-check notices from system such as invoices, acknowledgment letters, disenrollment notifications
* Ensuring robust and consistent operating procedures are in place, maintained and adhered to and that the team fully meets and understands the operating standards
* Quarterback efforts in producing Business Review and Control decks and acting as the single point of contact with the Business Management Team to provide results
* Lead efforts in gathering and developing material for ad hoc requested reports
* Develop a Data Quality metrics roadmap across Finance & Risk Operations, with a focus on integrating the Finance & Risk Operations, Finance & Risk Project Management and Finance & Risk Technology agendas that center on capturing data quality issues under our book of work, including key messages and status

## Qualifications for finance operations associate

* Knowledge of SQL and Axiom a plus
* Bachelor’s Degree required, Master’s degree in business administration, accounting, or finance preferred
* Thorough knowledge of principles and practices related to budget development and financial analysis, familiarity with generally accepted accounting principles for not-for-profit higher education organizations
* Five to seven years progressive experience in athletics administration, budget oversight, strategic budget planning, experience with Sungard Banner Finance systems a plus
* Understanding of the outsourcing process market trends and commercial positions
* 5+ years of program and/or project management experience preferred