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# Example of Finance Operations Manager Job Description

Our innovative and growing company is hiring for a finance operations manager. 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 manager

* Be a thought leader to improve and simplify processes and analytics, to drive global standardization
* Prepare client quotes and contracts
* Designs and drives projects intended to create efficiencies, standardize business practices, drive process improvements and deliver high impact analysis for decision making
* Assist in projects owned by senior members of the team, identify gaps, drive change and help determine priorities
* Manage and mentor more junior members of the team to drive business results
* Control of all inventory and sales audit related activities Oversee the scheduling, reconciliation and execution for all the physical inventories and cycle counts, including directing two third-party service providers
* Perform reconciliations of various Merch Payables accounts across the Retail business
* Own all aspects financial planning, forecasting and variance analysis
* Manage accurate financial reporting and associated analysis
* Perform detailed financial analytical studies to support various business initiatives and projects

## Qualifications for finance operations manager

* Communicates the business strategy and objectives individual performance goals and metrics
* Financial concepts of product costing and financial analysis of manufacturing operations
* General accepted accounting principles (GAAP) and standards
* Cost Accounting knowledge preferred
* Hyperion Financial Management strongly preferred
* Someone curious and with ability to work on their own initiative