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# Example of Finance Operations Job Description

Our company is growing rapidly and is looking for a finance operations. 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

* Investigate and where appropriate prepare and posting journals to correct the ledger position across a range of functions including expenses, assets and policyholder accounting records including premiums, claims
* Manage Capital Expenditure approval, project tracking, and reporting for CCS
* Facilitate other approvals for Sales and Supplier contracts for CCS and UTC leadership approvals
* Oversee WHQ operations budgets
* Lead (ACE) process improvement initiatives across operations finance and select projects across CCS finance
* Lead or participate in various special projects and ad-hoc requests
* Position currently has two direct reports
* Identify overhead performance and champion across the business
* Perform month end reviews and undertake investigations and reports on where the business should invest money to grow
* Develop and produce accurate, timely and insightful reports on costs from branch level to BSS Board level

## Qualifications for finance operations

* Superior quantitative and analytical capabilities with Advanced Excel and Powerpoint skills
* Previous experience in analytical roles with an emphasis on business partner support and interfacing with senior management
* High proficiency in excel spreadsheet financial modeling, simulation engines, and data base query tools
* Ability to piece together conclusions and apply rules to produce answers that make sense
* Ability to find & execute efficiencies within current processes
* TECHNICAL & BUSINESS EXPERTISE | Applies emerging knowledge and trends