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# Example of Financial Operations Manager Job Description

Our company is looking for a financial operations manager. 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 financial operations manager

* Provide support for other third party systems including cost recovery, I4G, , coordinating with Global Technology and other users as needed
* Insuring that all transactions and disbursements comply with District policies and procedures and any appropriate governmental regulations
* Communicating the District's expenditure and disbursement policies to leadership, associates, vendors, and the general public
* Review and sign off Audit packs, TBs and financial statements for unit trusts clients
* Review and sign off BASs calculations, MERs, ABS reporting as and when available
* Be more than an accountant - need a creative business partner
* Provide regular analysis and management reports to help guide the company to good decisions and profitability
* Responsible for field support functions including contracts administration, AR, AP, Payroll and programs administration
* Serve as a strategic partner in identifying, recommending and executing on opportunities for improvement across all support functions for improved operational performance
* Identify and execute process improvements that generate improvement in cash flow

## Qualifications for financial operations manager

* Knowledge of GAAP reporting requirements as it pertains to employee benefit plans preferred
* High levels of flexibility, adaptability, and learning agility
* Financial reporting work experience preferred
* Bachelor's degree in Accounting / Finance, Business, or other related technical field
* At least 2 years of experience working with Commercial Lending business teams
* Bachelor’s degree and 5+ years applicable experience required