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# Example of Financial Operations Job Description

Our growing company is hiring for a financial operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for financial operations

* Responsible for the management of vendors for lease accounting software platforms and working with merchant services vendors
* Resolve queries relating to invoices (internal and external) with a customer service attitude
* Take incoming vendor or local market calls, process incoming vendor and local market e-mails
* Match the invoices against the purchase order, check and process those invoices which are not matched against any purchase order and correct any errors
* Quality checking to ensure the booked invoices are correct and rebook invoices if incorrect entries are made
* Take ownership of end-to-end issue resolution including root cause analysis
* Compile, deliver and analyze reports as needed and provide proposals for corrective actions where necessary
* Maintain a system of controls over billing and operation transactions
* Verify sales & service activities are posted to General Ledger
* Review and analyze equipment margins

## Qualifications for financial operations

* 3 to 5 years of experience in a manufacturing environment, preferably a CPG / food
* Willing to travel in California, Nevada, Minnesota and Washington states
* ERP or Oracle experience would definitively be an asset
* Bachelor's degree in Business, Finance, or related field (advanced degree highly desired)
* Minimum 10 yrs related experience supporting DoD Programs
* Ability to accurately complete detailed financial and statistical reports