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# Example of Management Operations Analyst Job Description

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

## Responsibilities for management operations analyst

* Reporting to the Manager, Client Services, you will provide first level support to the systems and reports used by the Client Services team
* You will also perform regularly scheduled testing of the Unitrax application, interpreting, analyzing and communicating the impact of software changes to the appropriate teams as required
* You will respond to problems and issues on a timely basis and recommend creative solutions to senior Operational Analysts
* You will also participate in generation, verification, and maintenance of the quarterly client account statements
* In addition, you will participate in the annual Client Reporting tasks to satisfy regulatory requirements with Canada Revenue Agency and Revenue Quebec
* Finally, you will be involved in Project Work – providing processing support and assist with the analysis required for various internal and external projects
* Support for FA inquiries (phone and email)
* Oversight of budgets (approximately $6-10m) for all utility billing and payment (electrical, natural gas, water/sewer )
* Oversee energy savings projects from design through implementation, attend design review meeting for energy and security projects
* Monitor and track performance of all energy related commodities, track progress for management monthly review

## Qualifications for management operations analyst

* Bachelor’s degree with experience working in financial services
* Requesting of Secure Id?s for Client and 3rd Party users
* Quality checking the creation and maintenance of client access
* Escalate potential issues to the team leader
* Preferred experience with securities products, trade allocations, confirmations or settlements and/or experience in a client facing role in the financial industry , also as part of an internship
* Willing to continuously invest in learning/training to stay abreast of constantly changing policy requirements including keeping up-to-date with industry developments