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# Example of Manager, Financial Operations Job Description

Our company is searching for experienced candidates for the position of manager, financial operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, financial operations

* Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function coordination and communication between support and business functions
* Management of agency budget in coordination with the Executive Director
* Disbursement of checks for agency expenses
* Organization of fiscal documents
* Regular meetings with Executive Director around fiscal planning
* Manage the portfolio profit process which includes disbursement of $200 million of portfolio profit and portfolio express payments on an annual basis
* Responsible for the review of monthly commission amounts for the field sales team which includes over 400 individual markets
* Responsible for the review of multiple monthly dealer billings including program license fees, term exception fees, fraud fees and EVA fees
* Identify and implement process improvements in all areas of responsibility (portfolio profit express, offsets, commissions)
* Provide support to the field sales team

## Qualifications for manager, financial operations

* 2-4 years of experience leading complex or large-scale projects is preferred
* Experience in accounting operations, planning and analysis, financial reporting while working in multinationals and complex, decentralized organizations
* Sound analytical, reporting and problem solving skills
* CA / CPA qualifications (or part qualified)
* At least 5 years experience in financial accounting within financial and/or professional services
* BS/BA degree with a concentration in Accounting, Finance, Economics or Business Administration