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# Example of Operations Accounting Analyst Job Description

Our innovative and growing company is hiring for an operations accounting analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for operations accounting analyst

* Partner with PAM technology lead to develop automated account reconciliation processes and implement enhancements
* Ownership of outstanding items to ensure clearing within defined standards
* Oversight of Corporate reconciliation attestation processes/Assurenet
* Execution of the daily SMF reconciliation and review to include coordination with the Front/Middle Office to evaluate exceptions and ensure PAM and Aladdin stay aligned
* Coordination with Stamford to ensure all market data feeds are received to include coordination of delivery dates/times, implementation of changes/enhancements, and validation of data loads and impacts
* Partner with PAM technical experts to assess changes needed to maintain the SMF/trade data in the PAM system and the PAM Message Generator
* Active participation in strategic initiatives to implement new asset classes to include testing of PAM system
* Monitor, analyze and report actual results by developing reporting models using Excel/Hyperion/Oracle Financials
* Liaise with FA shared services group to investigate and explain depreciation activity and variances
* Monitor and report on open AFE status and ensure they are closed on a timely basis

## Qualifications for operations accounting analyst

* Follow checklist
* Experience in using enterprise financial systems
* Microsoft Excel proficient -- interfaces & upload knowledge a plus
* Skills including PAM, Aladdin, and Eagle
* Knowledge on India Taxation
* Flexible, can easily adapt changes