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# Example of Operations Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of operations 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 analyst

* Assistance with opening new trading accounts at various Broker Dealers and related follow up documentation as required
* Support of front office for all trading related operational issues
* Review/affirm trade confirmations
* Review and completion of trade, position and cash breaks, investigating and resolving differences
* Resolve trader position/trade queries and providing ad hoc reports to traders
* Maintaining relationship with outsourced administration and prime brokerage functions, where some settlement and reconciliation procedures are performed
* Maintain records and inform execution desk of time-sensitive derivative expires and fixings
* Review and resolve all position and cash breaks from the daily reconciliations between the firm and its counterparties
* Work closely with internal traders, counter-parties and custodians/prime brokers
* Ensure timely and accurate affirmation and settlement of all client trades

## Qualifications for operations analyst

* Ability to interpret and communicate complex information clearly and concisely
* University degree in business or applicable discipline preferred
* Canadian Securities Course and/or enrollment in CFA program would be an asset
* Public accounting experience with some Private Equity or administrative experience
* Solid knowledge of Microsoft PowerPoint and Access
* Minimum 3 years experience supporting large scale data systems