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# Example of Operations Assurance Job Description

Our company is growing rapidly and is looking to fill the role of operations assurance. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for operations assurance

* Working with account owners to resolve unsubstantiated balances identified during the review process
* Producing month-end reporting to highlight the certification status to Operations line and risk management
* Testing reconciliation/substantiation evidence attached in the BCSI tool by the account owners
* Advising on and track remediation plans to strengthen reconciliation and substantiation practices
* Maintaining senior management reporting and escalation on reconciliation/substantiation control gaps
* Maintaining administrative ownership of the BCSI certification tool
* Liaising with Technology and CTB to implement and track improvements to BCSI certification tool functionality
* Operate independently while conducting reviews of department processes, both intra and inter departmental, to determine workflow deficiencies and root cause issues
* Performs eligibility and capitation processes
* Develop and recommend solutions

## Qualifications for operations assurance

* Skilled at interacting with all job levels in the organization, and resolves situations of simple to high complexity
* Proven ability for independent and collaborative decision-making based on sound judgment, strong technical rationale, and thoughtful risk/benefit analysis
* Ability to foster a strong team environment with natural collaboration skills
* Customer-centric mindset, with the ability to think strategically while also able to roll-up sleeves and drive actions to closure
* Independent, creative, self-starter, problem solver, able to do deal with a fast-paced, global, demanding environment
* Bachelor’s degree in Engineering or in a Scientific discipline is required