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# Example of Operations Finance Analyst Job Description

Our innovative and growing company is looking for an operations finance analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for operations finance analyst

* Assist in Sarbanes-Oxley documentation, audit and lead schedules
* Provide end to end support
* Responsible for data retrieval, compilation, and reporting
* Ensure that group meetings and events are coordinated in an accurate and timely manner – including periodic staff meetings
* Other assignments based on needs of the group
* Support the Finance Director and act as a business partner and advisor to the Technology Operations team, advising on financial matters and ensuring delivery of business and operational objectives
* Support the Finance Director in providing insight and analysis to the business to aid forward looking decision making
* Oversight of Opex monthly results and KPIs and informed and insightful commentary thereon
* Oversight of all Project Opex and Capex monthly actuals and analysing performance versus target
* Highlight key risks and opportunities within Technology Operations function and providing insights

## Qualifications for operations finance analyst

* BS Degree in Business Administration or Accounting required
* Facilitation of CCR&A close process
* Perform key functions for close process
* Perform final validation of financial close for the allowance process
* Partner with Financial Analysis and Reporting for accuracy and posting of final provision for loan and lease losses for actuals
* Partner with Corporate Planning for accuracy and posting of final provision for loan and lease losses for forecast