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# Example of Operations Finance Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* Productivity and revenue forecasting
* Sales management communications, developing business review presentations, reporting, and analysis required for monthly, quarterly, and annual management meetings
* Void and reissue checks upon request, abandoned property issues, provider refunds and returned checks
* Handle data entry of check information for returned checks and vendor refunds as received
* Perform reconciliation and analysis of all (claims, capitation, vendor payments, ) payments
* Support and administrate the Treasury/Finance solutions, mainly the e-banking solution THETYS
* Communicates financial status of initiatives to finance and operations leadership
* Publish weekly, monthly results, analytics per established cadence ad hoc
* Develop technical proposals for the environmental and infrastructure group in PR in the areas of water resources, coastal restoration, and energy related projects
* Manage and provide technical support to existing and new contracts including writing workplans, developing project schedules, conducting presentations, cost estimates, and invoicing

## Qualifications for operations finance analyst

* Ability to perform a variety of duties, often changing from one task to another of a different nature, with frequent interruptions or distractions
* Accounting or Finance Bachelor’s degree, MBA preferred
* Desire and ability to approach problems with curiosity and creativity
* Experience using SAP/EPM, Oracle, OBIEE a plus
* Solid accounting (GAAP), financial and business management foundation
* Previous financial experience within Operations and process improvement