Downloaded from <https://www.velvetjobs.com/job-descriptions/operations-finance-analyst>

# Example of Operations Finance Analyst Job Description

Our growing company is looking to fill the role of operations finance 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 finance analyst

* Preparing monthly and quarterly Bookings and Operations Finance reporting packages and analysis for management
* Assisting in the development of annual operating plans, quarterly forecasts and ongoing analysis of actuals versus plan and forecast for S&M organizations
* Recording monthly commissions in our commission system
* Developing and monitoring key metrics, highlighting trends and analyzing causes of unexpected variances
* Monitoring department expenses and collaborating with the Accounting team to ensure correct accounting treatment and expense categorization
* Preparing presentation slides for various management decks
* Manage the monthly forecasting process covering hardware product costs, manufacturing spending, and warranty expenses
* Drive financial analysis of monthly actual results with comparisons to the forecast and engaging Operations to maximize efficiencies and address issues
* Manage and own the Manufacturing HC reconciliations and work with SVP Manufacturing for reporting and recommendations
* Support quarterly hardware product standard setting process

## Qualifications for operations finance analyst

* Ability to work in a matrix environment, and interface effectively in a team environment with various levels of management
* Minimum 5 years of experience in Operations Finance and Cost Accounting
* Significant experience with designing, implementing and monitoring internal controls
* Experience with Cognos TM1 or other equivalent financial reporting tool
* 2 years’ experience post College
* High level of collaboration and teamwork