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# Example of Operations Finance Job Description

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

## Responsibilities for operations finance

* Identify areas of operational inefficiencies and ineffectiveness that improve IM financial & contract processes
* Monitoring and overseeing the approval and submission process for all vendor invoices
* Managing and documenting related party and shared cost allocation arrangements
* Monitoring charitable contribution activity and reimbursements, including employee and advisory board member matching and eligibility
* Formalizing and updating the review and pre-approval process for employee expense reports
* Accurate coding to projects, jobs or internal functions
* Developing (with Office Manager) appropriate reports to re-bill to Portfolio Company, evaluating costs of expenditures (e.g., employee meals, supplies, ) managing the coding of projects and expenses to projects
* Updating existing business expense policy and ensuring compliance
* Overseeing IT and Office Manager regarding bill payments to various vendors (i.e., supplies, food, building maintenance, subscriptions, renewals, hardware and software equipment)
* Managing corporate charge accounts

## Qualifications for operations finance

* BA Accounting or Finance (MBA, CPA a plus)
* CA’s/ICWA
* Repetitive hand movement of hands with the ability to make fast, simple, repeated movements of the fingers, hands, and wrists
* Effective communication across the organization upwards
* BA/BS degree required, MBA/MS preferred, CPA/CFA a plus
* One year of experience in a similar job