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# Example of Operations Financial Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of operations financial analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for operations financial analyst

* Assist Business Managers through the annual planning process
* Reconcile general ledger balance sheet accounts on a timely basis
* Ensure financial performance for facilities assigned
* Troubleshoots and resolves complex inquiries and requests from property managers, accountants, vendors, related to analysis of escalated billing issues
* Candidate should have a general concept of billing customers
* Assist in facilitating the annual plan for the Global Warranty team
* Establish and conduct monthly forecast and reporting metrics for Global Warranty
* Develop system driven tools to facilitate warranty rate analysis by category, SKU
* Prepare and distribute the monthly variance forecast for financial and rate impact
* Develop tracking, forecast and reporting tools in support of global procurement operations

## Qualifications for operations financial analyst

* Must be analytical and intuitive, will need problem solving skills, strong oral and written communications skills, organization and planning skills, team player
* Must have a high degree of integrity
* Must take initiative, be assertive and have a high level of energy
* Should have good listening skills
* Geographic Mobility (rotational program, locations will vary)
* 3 to 5 years experience in Finance or Operations in a high performance organization