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# Example of Operations Planning Analyst Job Description

Our company is growing rapidly and is looking for an operations planning 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 planning analyst

* Supporting the ITO Billback process
* Work cross-functionally with the finance, sales, product, and engineering teams to gather input and inform understanding of long-term marketplace challenges and opportunities
* Lead analysis to deepen understanding of marketplace drivers, and to develop policy recommendations to positively influence the economic health and quality of the marketplaces
* Participate in and/or lead cross-functional, efforts, including clearly communicating about proposed marketplace features, defining, and interpreting tests for those features, and advising on their implementation
* Maintaining multiple IT department budgets/forecasts, tracking monthly actuals
* Performing month-to-month, forecast-to-forecast, & full year variance performance reporting for management
* Interacting with various levels of IT management to develop, track budgets/forecasts & report plan variances
* Working closely with Finance to support monthly financial close activities, request journal entries & accruals for qualifying expenses, & provide input into the software capitalization forecast
* Providing budget process coaching and recommendations to supervisors & managers to ensure forecasts are realistic, expenses are calendarized properly, & plans are within authorized levels
* Maintaining detailed program level tracking to manage all sources of IT funding

## Qualifications for operations planning analyst

* 2-3 years of experience in applying theory to practical problems preferred
* Strong problem-solving and analytical skills and excellent written and verbal communication skills
* Excellent business judgment, logic, and reasoning
* A strong computational focus along with the ability to source and analyze large and complex datasets
* Intermediate to advanced skills in programming languages such as Java and C++ and in statistical languages such as R
* Ability to work cross-functionally at all levels of an organization, including leading or participating in cross-functional teams, driving consensus, and developing policy recommendations