Downloaded from <https://www.velvetjobs.com/job-descriptions/operations-specialist-senior>

# Example of Operations Specialist Senior Job Description

Our company is hiring for an operations specialist senior. 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 specialist senior

* Possess a Bachelors’ Degree together with relevant Financial Services industry experience (e.g., cross-border payments, foreign exchange products, correspondent banking, cash management/treasury, card processing and mobile wallet)
* A deep understanding and experience of the product delivery life cycle (i.e., planning, analysis, development, testing, and production launch.), delivery methodologies (i.e., waterfall, agile)
* Proven experience working with, engaging, and influencing key stakeholders across business units
* Able to manage multiple projects at one time and possess deep skills and experience tracking detailed level project plan, project dependencies, milestones
* Possess excellent analytical, communication and leadership skills to effectively interact with cross functional teams and senior management
* Be self-motivated, have a strong work ethic and have the ability to work independently with little to no direction
* Detail oriented and have an ability to think creatively when faced with new challenges or complex issues
* Responsible for completing all reconciliations and reporting related to all Finance Operations processes in a timely and accurate manner
* Responsible for processing all claims related regulatory payments in accordance with state and federal requirements in a timely and accurate manner
* Responsible for coordinating with the finance operations specialist to ensure all claims related vendor payments are completed in a timely and accurate manner in accordance with the contracts and corporate policies

## Qualifications for operations specialist senior

* Excellent verbal and written communication skills and able to engage across all levels in the business
* Able to effectively manage work processes and proactively manage situations to achieve desired outcomes
* Display the required management and leadership skills required of junior managers in the business
* Demonstrates in-depth knowledge of industry best practices such as PMBOK/BABOK and a variety of project methodologies
* 2 plus years indexing/data entry experience
* Retail banking or lending experience preferred