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# Example of Senior Operations Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior operations analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for senior operations analyst

* Work with leadership to develop internal management and board presentations
* Responsible for day to day operations support to Business Units (BU) and their supporting areas, the Help Centres and Project team
* Independently interpreting and applying plan document provisions against participant and plan level accounts to assure accuracy of participant and plan level records and transactions in accordance with IRS/DOL guidelines
* Research errors and out of balance activities determining root cause, any client impact and appropriate corrective action to be taken including calculating lost earnings adjustments
* Act as a subject matter expert on our various products and services
* Mentor newer or lesser experienced analysts
* Responsibility for processing Corporate Action events
* Reconciling positions
* Monitoring and clearing cash/stock breaks
* Support process and procedure enhancements

## Qualifications for senior operations analyst

* Business Process Improvement experience (Six Sigma, Lean)
* Interface with external auditors on Treasury related 10Q/10K disclosures and underlying processes
* Monitor compliance with debt covenants and provide required compliance certificates/reports to banks and rating agencies
* Support compliance with Treasury Accounting standards including foreign exchange hedge accounting, investment, debt, Design end-to-end processes for any new products or transaction types
* Drive operational excellence including the identification and implementation of process improvements for Treasury processes including hand-off's to/from different departments
* Liaise with EMEA, APAC and LATAM teams and support international cash management initiatives