



Example of Business Analyst, Operations Job Description

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Our company is growing rapidly and is hiring for a business analyst, operations. 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 business analyst, operations

- Managing deal registrations for the region
- Work with operational leaders and prepare ad hoc and regular reports to help them meet their goals
- Construction, preparation, and coordination of company forecasts and projections
- Be reporting resource for corporate finance department and other departments as needed
- Support all departments with financial and supply-chain analytics
- Assist in analysis on sales opportunity and compensation related validation and reporting
- Complete monthly financial reporting requirements according to deadlines and analyze business lines as requested
- Conduct monthly reconciliation of financial reports and investigate discrepancies to correct journal entries
- Perform data collection and analysis on key financial information for the Employee Services Department
- Provide support for Retirement Revenue Accounts submit requests as directed by upper management and maintain required documentation for all transactions

Qualifications for business analyst, operations

- Bachelor's Degree or equivalent in Business, Finance or in other related discipline if supported by a strong background
- Requires 3+ years' experience in related field, with Power Plant experience preferred
- Critical thinking, financial and data analysis skills with a high proficiency in MS Excel, Maximo, PeopleSoft and DataZen
- A minimum of 5+ working as a Business Analyst with proven hands on experience developing business relationships including, requirements definition, functional specification creation, testing, root cause analysis
- A strong analytical approach to business process design with an emphasis on cross-functional inter-dependencies
- Hands-on experience as a Business Analyst working with Salesforce from a functional perspective