



Example of Business Operations Specialist Job Description

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Our growing company is looking to fill the role of business operations specialist. 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 operations specialist

- Contribute to monthly, quarterly, and annual budget and expenditure communications
- Collaborate with managers across IT in maintaining up-to-date resource records for Corporate IT
- Monitors and processes account expenditures, maintains and reconciles detailed budgets for various accounts, advises and/or determines which expenditures are within the budget guidelines
- Controls expenditures in accordance with budget allocations
- Provides a high level of customer service and support at the Engineering Career Center to students, employers, staff/faculty, and others by monitoring and responding in a timely manner to emails, phone calls, in-person, Sun Devil CareerLink and Salesforce systems inquiries, finding solutions to issues, and coordinating with staff and/or faculty as needed
- Monitors a variety of account expenditures, maintains and reconciles detailed budgets for various accounts, advises and/or determines which expenditures are within the budget guidelines
- Generates invoices and processes accounts receivables
- Disseminates information about Career Center programs, events and end-user systems
- Oversees day-to-day operations of the Career Center including scheduling appointments, maintaining office and staff calendars, coordinating use of the

- Completes funds requests, processing accounting-related paperwork, P-card reconciliations, and other budget-related tracking

Qualifications for business operations specialist

- Ability to maintain close working relationships at all levels of management
- Requires conceptual and practical expertise in own discipline and basic knowledge of related disciplines. Is fully self-sufficient and competent in regards to output quality and quantity
- Experience utilizing a variety of Windows-based and enterprise software
- Demonstrated knowledge of financial systems and human resource systems
- Assists the career development and industry relations teams by planning large and small events including responsibilities for logistics and advertising
- Creates communications to employers, students and volunteers regarding events