



# Example of Business Ops Analyst Job Description

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Our company is growing rapidly and is looking to fill the role of business ops analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business ops analyst

- Make Time and Expense adjustments and approvals
- Audit and perform proactive project data (PA) cleanup
- Initiate and track Domestic Journal Entries
- Initiate and track International Journal Entries and balances
- Review and approve % complete submissions on Fixed Price projects
- Complete ad-hoc reports for managers
- Attend weekly operational conference calls and provide SME guidance as needed
- Address systems and process escalation issues
- Process Credit Memos and track approvals
- Liaison with management and Contracts to address contract issues

## Qualifications for business ops analyst

- Strong analytical and communication skills with ability to work with senior management
- Experience with executive reporting and able to prepare quality presentations and make recommendations
- Experience creating BRDs and working with systems teams preferred
- Detail oriented and sense of urgency
- Will have project lead role and project management skills are required
- Strong written and verbal communication skills to interact with Local Sales Ops & Sales leadership stakeholders