Example of Finance Operations Job Description

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Our company is growing rapidly and is hiring for a finance 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 finance operations

- Research Borrower inquiries
- Process Securities Lending Claims
- Act as a secondary Advisory Services Group (ASG) contact for ASG clients, investment managers, and internal investment team staff
- Provide Monthly Departmental Expense Reports and Analysis
- Lead Monthly Operational Leadership Reviews providing insight into unit costs, productivity and capacity
- Develop Monthly Forecasts with actionable risks and opportunities
- Reporting of Key Operating Metrics and Executive Dashboards
- Ensuring Proper Spending Authorization and Coding
- Monthly Senior Leadership Review Package
- Financial Analysis of Key Initiatives/Projects and Post Mortem Reviews

Qualifications for finance operations

- Highly proficient in Excel with ability in data modelling & visual basics
- Hustle - desire to take on ad hoc projects with an "all hands on deck" mentality
- Experience working within a Manufacturing environment a plus
- Hyperion financial system and SAP experience required
- Demonstrated advanced financial analytics using GAAP
- Advanced business partnership