



Example of Operations Business Analyst Job Description

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Our growing company is searching for experienced candidates for the position of operations business analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for operations business analyst

- Collects, analyzes and organizes data required by the Vice President for project coordination, management or operational enhancements, and special ad hoc tasks
- Serves as coordinator for projects as assigned by the Operation Business Analyst Manager
- Ensures that all assigned reports of the department are produced in a timely manner, including project updates and periodic Board and Committee reports
- Work with operational managers from the entire department on work flow automation, streamlining of processes, and employee tracking
- Support Board and Management decisions
- Gather and document requirements in multiple process areas and disciplines in the Consumer Auto Finance arena including business process, controls, system conversion, data conversion, analytics and reporting
- Determine how current functionality, business rules and controls will map and be configured in the new system
- Support a successful proof of concept for a key process area in the new system
- Advise / strategize with functional Financial and Portfolio Leaders to establish metrics and set appropriate performance targets
- Act as a liaison with CDRA systems and CPMO functional leads to ensure the integrity of the data

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- Proficient with (on-line) automated accounting systems, Excel, Essbase and Google
 - Has a solid, working knowledge of Plant Operations, Finance, Legal and other areas related to the Power Industry
 - Able to take complex data from various sources and create working executive dashboards to communicate critical data analysis across the organization
 - Functions with minimum guidance and under pre-set procedures with attention to detail
 - Interprets guidelines, select methods, techniques and analytical approach
 - May be designated project or subject matter expert for an ongoing process or short-term project within own department