



Example of Operations Control Job Description

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Our growing company is searching for experienced candidates for the position of operations control. 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 control

- Support regulatory requests and initiatives, such as Rate Cases, grid modernization initiatives and activities, and other regulatory filings
 - Work closely with the Financial Budget Analyst to facilitate the annual financial planning process for CCO
 - Gather and prepare materials for departmental Staff Meetings, executive monthly Cadence Meetings, monthly Budget Review Meetings
 - Provide CCO representation on various internal and external groups and committees, to ensure the interests of CCO are represented
 - Act as CCO's Compliance Champion and lead all compliance initiatives, including coordination of CCO's Certificate of Assurance (CoA)
 - Develop, track, and modify safety objectives and plans lead safety enhancement initiatives
 - Scope of responsibilities encompasses 3.0+MM customer accounts, 430+ deposit products, 13 system applications, 1+MM transactions daily, and \$1+B in daily movements
 - Keeps a detailed log of all incidents, including root causes and aging, and follows-up with IT Support in the clearance of system incidents
 - Assist in the development and testing/certification of new accounting processes and controls
 - Conducts Internal Control Assessment and Certification process of Financial and Operational Controls
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- Minimum of five (5) years' experience in functions such as vehicle management policies and procedures
- Monitor and report firms substantial equity positions and trading activity in accordance with various regulatory position requirements
- Research short position reports and complete regulatory filings
- Good experience in audit, compliance or internal controls is a plus
- Liaison with Legal and Compliance and IT to analyze, interpret and incorporate market and regulatory changes from regulators
- We will be training the incumbent to meet our requirements, therefore extensive knowledge of the CSA operations is not required