

## **Position: Business Operations Analyst**

This is a key position within RAI Stone Group. This person analyzes business management financials and data and compiles reports, provides recommendations to customers for establishing and achieving profit objectives, and assesses alternatives and overall operating performance to suggest appropriate courses of action. Through communication with our customer, the Business Operations Analyst proposes changes to ensure the customer's client organization achieves financial and growth targets.

To succeed in this position, the person must be able to manage multiple projects, meet tight deadlines, have strong communication skills, and be comfortable working with customers over the phone and internet.

Work in a team setting using proprietary software platform. May train or mentor incoming staff. Reports to the Customer Operations Manager.

### **Working Conditions:**

This is a position performed in an office setting and does not require face to face contact with customers.

### **Requirements:**

All staff must maintain the highest levels of data security and client confidentiality.

### **Functions and Tasks:**

- I. Analyzes complex financial data
  - Review several years of financial reports to interpret trends and patterns
  - Uses proprietary software to determine financial relationships between operating activities
  - Refines and edits observations
  - Compare client's current ratios to their specific industry for competitive advantages
  - Manage multiple projects and meet deadlines.
  - Communicate clearly with clients and RAI Stone staff
  - Tests the validity of the assumptions against provided financial and industry data
  
- II. Assesses alternatives and overall financial performance to suggest appropriate courses of action
  - Prepare and outline options that will enable the business owner to achieve their goals

- Proposes changes to ensure customer achieves financial and growth targets
  - Establishes recommendations based on growth objectives provided by customer
  - Models the courses of action and displays outcomes using proprietary software
  - Write concise detailed recommendations and be able to explain the benefits for each
  - Works with other Business Operations Analyst's as necessary to achieve the best recommendations
- III. Compiles reports
- Using the Report template provided, inputs analyses, observations, calculations, and recommendations
  - Inputs graphs and charts and other visuals as indicated on the template
  - Provides recommendations to customers for establishing and achieving profit objectives
- IV. Interacts with multiple customers on a daily basis
- Works with Customer to establish the validity of the recommendations given what they know about *their* client
  - Communicates complex ideas clearly and comfortably
  - Edit and annotate the report findings in agreement with the customer
  - Provide final report for customer in pdf format

**Skills and Qualifications:**

- Position requires 4 year finance or business degree and a minimum of 5 years relevant experience. MBA preferred.
- Must understand general accounting principles and procedures; budgetary practices and analysis.
- Proficient with MS Excel, Word and Outlook and able to create financial models
- Small Business Accounting software experience (required)
- Strong verbal and writing skills are critical.