



## **Job Description**

<b>Job Title:</b> Financial Operations Analyst	<b>Location:</b> Toronto, Ontario
<b>Reports to:</b> Manager, Financial Operations	<b>Date:</b> November 2011

### **Role Definition**

The Financial Operations Analyst works closely with the Manager Accounting and the staff of the Financial Operations groups, as well as the greater Finance and Operations departments, in addition to the Bell Compensation Support team. This team is responsible to ensure that worldlynx is getting paid accurately and on-time from the Network.

### **Key Responsibilities**

Working with the Financial Operations team to improve, monitor, assist and /or report on the various processes and systems that lead to the optimal collection of network compensation.

These processes include:

- Daily correction processes of transactions completed in error (with Network or in POS)
- Monthly commissions reconciliation process and inquiry submissions to Network
- Payment submissions to Network (outside or submissions when required)
- Ongoing reporting to aid in the monitoring of internal company processes to identify breakdowns and areas of potential improvement
- Ongoing reporting to aid in enhancements of internal systems and data collection
- Support in other areas as needed in order to advance the overall collection of Network compensation or other areas as needed in order to advance the overall collection of Network compensation , or other areas as per company objectives

### **Qualifications & Requirements**

- Bachelor degree in a relevant field with 2 years of experience in relevant position, or; 5 years of experience in relevant position
- Advanced understanding of Wireless industry and processes within
- Advanced knowledge of Excel
- Basic knowledge of Microsoft Office Suite
- Strong math and analytical skills
- Basic knowledge of accounting principals

### **Skills Required**

- Ability to manage time and priorities effectively
- Strong problem solving skills
- Show initiative and organized
- Ability to research and problem –solve