



Business Operations Analyst
Louisville, Colorado

Zayo Group, LLC is a fast growing facilities-based telecommunications service provider located in Louisville, Colorado. Zayo is seeking a Business Operations Analyst to join its corporate team to handle a broad range of functions.

Responsibilities

- Develop and maintain Salesforce.com dashboard reports
- Develop and maintain monthly and quarterly external operational finance reports
- Manage intercompany forecasts and actuals reporting
- Validate data in salesforce.com and external supplemental earnings reports and work with the appropriate cross functional departments on reporting consistency and data integrity
- Develop and produce external operational finance reports based on the needs of the business
- Assist with special projects, including M&A, strategic model, human resources, corporate finance and other employee programs
- Assist with administration of ZayoVillage (Zayo's social network)
- Be available for long hours during peak reporting times

Qualifications

- Bachelor's in Accounting, Finance or IT with a minimum 3.85 GPA
- MBA with a minimum 3.8 GPA is a plus
- Telecom experience is a plus
- 2 + year's experience a plus
- Strong analytical, reconciliation, operational reporting skills
- Has an extreme attention to detail, and makes very few mistakes
- Expert in Microsoft office products including Excel, Word, PowerPoint
- Proficient in salesforce.com dashboard reporting.
- Able to produce professional PowerPoint presentations.
- Has thorough understanding of operational finance, from sales to cash
- Understands income statement, balance sheet and cash flow statements
- Effectively communicates with senior executives
- Has a friendly and outgoing personality
- Enthusiastic with a desire to learn all areas of the business

To apply please send resume to sandi.mays@zayo.com