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# Example of BSA Analyst Job Description

Our company is searching for experienced candidates for the position of BSA analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for BSA analyst

* Apply research and investigations strategies to assess customers for BSA risk and assign risk ratings
* Demonstrate proficiency in research and investigative practices associated with an experienced analyst and assess customers for BSA risk and assign risk ratings
* Conducts internal/external research, pulling of transactions records, and reviewing reports to determine whether transactions are suspicious
* Must be able to reasonably establish the nature of transactional activity, source and use of funds, and effectively document the decision for No Further Review of KYC/CIP documentation, analysis of client's related accounts - to determine whether the transactions appear unusual or suspicious
* Evaluates business operations and processes to identify and document business impacts and benefits of process improvement, change or creation
* Acts as subject matter expert to provide business requirements for process improvements, new product introductions and system enhancements
* Performs detailed Data and Call Driver Analysis ad-hoc and by creating Dashboards for ongoing reporting
* Proactive ongoing analysis and reporting of business impacting changes or initiatives
* Works with business counterparts to identify demand / needs and prioritize & continually looks for process improvement strategies
* Perform reviews on sanction search results, including but not limited to OFAC and PEP

## Qualifications for BSA analyst

* Partner with the Business and Solution Architects to define business needs and explore, assess and recommend value-add solution options to support business strategies
* Analyze and document detail system requirements using Use Cases, Business Rules, Data, Messages, User Interface and Non Functional requirements or other PMF/SDLC complient documentation formats
* Estimate own effort in completing requirements
* Plan, conduct and follow-up on small to medium facilitated requirements workshops
* Independently for small to medium development/ maintenance projects
* Assist in large development projects