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# Example of Financial Program Analyst Job Description

Our growing company is searching for experienced candidates for the position of financial program analyst. 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 financial program analyst

* Provide technical guidance to other staff members regarding agency fiscal policy and procedures
* Perform routine audits of databases and files
* Develops, implements, and monitors task(s) progress
* Applies analytic methodologies and principles to address section needs
* Conducts analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives
* Prepare total program budget exhibits for presentation
* Be responsible to the 340B Pharmacy Program Manager, the 340B Oversight Council and to the institutional compliance authority regarding adherence to the qualifications to the details, policies, and procedures of the 340B Program regulations and guidelines
* Through a thorough understanding of the 340B program, consistently improve the overall efficiency, value and internal support of the program
* Develop reports (cost analysis, trends and forecasts) used to educate staff and give strategic guidance to Pharmacy and Hospital leadership
* Routinely monitor all areas of 340B outpatient use with Pharmacy Supply Chain and Finance to ensure maximum participation continually looking for additional qualified areas

## Qualifications for financial program analyst

* Bachelor's degree in a Business related field with emphasis in finance, accounting or economics
* Candidates should be recent graduates or students in last year of Finance, Accounting, Business Administration, Industrial Engineer or related areas
* Upload a 1 page written essay explaining why you should be selected for this program
* Minimum academic index 2.3/3
* Requires bachelor's degree or equivalent (Finance, Accounting or Business Administration preferred), and one to two years of related experience (open to recent graduates)
* Familiarity with billing requirements on CPFF, T&M, and FFP contracts