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# Example of Management Program Analyst Job Description

Our company is growing rapidly and is looking to fill the role of management program analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for management program analyst

* Performs UAT and support for the annual Line of Business/Enterprise Function risk assessments
* Supports the annual BSA/AML, OFAC and FCPA Risk Control Self-Assessment process
* Works with Enterprise Compliance partners on the annual web based training course refresh for BSA/AML and OFAC and maintains written training and awareness program documentation
* Key contributor to the FCIU newsletter publication
* Provides support in preparing periodic BSA/AML training materials for lunch and learns, program updates and other governance updates
* Maintains a working knowledge of applicable federal and state compliance regulations related to BSA/AML through regular review of appropriate compliance publications and by participating in relevant compliance conferences and other training events
* Tracks new regulatory BSA, AML and OFAC enforcement actions for management awareness and prepare lessons learned
* Coordinates AML Compliance year in review materials
* Supports AML Program Management on special projects and other key initiatives
* Meet monthly quality assurance evaluation compliance goals

## Qualifications for management program analyst

* Department of Defense - Dept
* Bachelor's degree or equivalent combination of work experience/education (Healthcare, Business Admin, RN/LPN, Medical Coding, Information Systems)
* Bachelor’s degree in Finance, Business, Engineering, Physical Sciences, Mathematics, Program Management or related field for DoD or IC program and project management
* Assist creation, revisions and routing of Program Approval Documents (PADs), BAAs, Justification and Approvals (J&As), and Source Selection documentation, including quality control of the documents and process to ensure that all aspects follow agency guidelines
* Provide program management and progress tracking, meeting coordination and conference planning, and document coordination
* Work in a cross-functional team that delivers high-quality outputs on time and within budget