



Example of Investigations Analyst Job Description

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Our innovative and growing company is looking for an investigations analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for investigations analyst

- Using knowledge and experience from your own area of responsibility to inform the design, and implementation of strategies to eliminate waste and improve efficiency and performance
- Identify suspicious or unusual activity and prepare all related investigations documents to support suspicious or non-suspicious decisions
- Utilizing comprehensive knowledge of Army policies and regulations, administrative and financial functions pertaining to provide budget/financial analytical support, working directly with government financial management analysis and Gifts & Grants Coordination personnel to provide clinical research budget management
- Developing or assisting with the development and review of all clinical research budgets and scientific laboratory support associated with any Institutional Review Board (IRB)/Privacy Board and non-human use research protocols
- Collaborating with government resource management staff, principal investigators, contract office staff, program managers and funds managers in the clinical departments, research fund managers/coordinators in research technology management, clinical trials agreements staff and other appropriate personnel as necessary
- Participate in the development of reporting requirements for the preparation, collection, justification, and submission of programming and budgetary data
- Review, analyze and generate financial reports to identify trends, present status of funds, and to report financial positions on a continuing basis

- Assist and collaborate with government personnel to identify and request cost transfers for various appropriations to correct erroneous charges, accounting adjustments, and distribute cost
- Prepare & provide Course of Action (COA) recommendations to DCI Leadership, principal Investigators and other appropriate personnel using Business Case Analysis (BCA) methods and techniques

Qualifications for investigations analyst

- Conversations may be conducted by phone/e-mail with witnesses, suspects and any other persons connected to events
- The position requires the briefing of investigators and CIS management
- In general, the position requires a significant and sustained mental effort and may require working extended hours
- Immense attention to detail and diligence, as you will be tested rigorously
- Preferred experience of high volume reconciliations
- Appreciation of customer focus and good quality service