



Example of Investigations Analyst Job Description

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Our innovative and growing company is looking for an investigations analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for investigations analyst

- Identify Government Credit Card purchases that need to be reallocated and assist GPC cardholders with erroneous or disputed transactions
- Process and track purchase requests and other documents as necessary in support of research or development projects using various types of intramural and extramural funds
- Monitor and track commitments, obligations and expenditures to include contract data pertaining to their lines of accounting, periods of performance (PoPs), and pending de-obligations
- Assist with the initiation, submission, and tracking/monitoring of documentation necessary to execute contracts and purchase equipment in support of internally & externally funded projects and close-out research related contracts and financial documents, to include clearing unliquidated obligations
- Reconcile unliquidated obligations and negative unliquidated obligations to include out-of-balance errors in any fund type that the DCI manages
- Track fund usage for all DCI managed funding streams and projects and provide usage reports and assist in determining laboratory, section and project costs
- Work with DCI leadership and Primary Investigators in providing financial and budget support for their respective missions and projects
- Responding, as a call center analyst, to internal and external callers requesting assistance or reporting matters relating to GS&I's support services
- Carry out daily reconciliation of the calls, emails and web referrals handled by the team

Qualifications for investigations analyst

- Educated to Bachelor's degree level in a quantitative discipline (or equivalent qualification / work experience)
- Able to demonstrate examples of previous successful deliveries and have a track record in providing insight and innovation through the application of data science
- Basic analytical skills, with adaptable regarding production problem solving
- Excellent team worker, able to work in virtual global teams and a matrix organisations
- The ability to work in a fast paced environment and keep pace with technical innovation
- Strongly client centric, with a focus on delivering an exceptional client experience