



Example of Senior Program Analyst Job Description

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Our growing company is looking to fill the role of senior program 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 senior program analyst

- Candidate will provide direct support for data calls to Government Project Leads
- Determine system requirements and testing for projects and reported production problems
- Create and maintain business requirements and system technical documentation
- Execute, maintain, and validate programs that use data across multiples systems for reporting purposes
- Provide direct, expert support to LCS Program Manager (O-6) and Deputy Program Manager (GS-15) and be a resource to the entire program office, as it relates to interaction with PMO leadership
- Providing assistance/expertise in conducting market research, drafting procurement documentation (e.g., Statements of Work/Performance Work Standards, Contract Data Requirements Lists, CLINS, justification letters,) and supporting ongoing procurement activities through award (e.g., technical review and advice to selection board, procurement analysis, etc)
- Assist in the financial monitoring, oversight and reporting (e.g., personnel travel
- Strong organization skills - Understanding your program and the relationship between customer reports, corporate reporting, unbilled, aged, forecasting, AOP, base generation, budget development and compliance
- Excellent records/file management & archiving skills

Qualifications for senior program analyst

- Ability to conduct structured financial analysis that identifies trends, risks and issues and contributes towards the success of the program
- Accounting designation or courses towards an accounting designation are preferred
- Project / program financial acumen
- Basic understanding of enterprise computer systems (programming/system knowledge is not required but some familiarity would be an asset)
- You are well versed and have experience in handling multiple programs and various contract types
- You have proven experience in financial planning and analysis, project planning and control, forecasting, indirect rate management, and variance analysis