



**ArcSource Group, Inc.** is a certified SBA 8(a), Economically Disadvantaged Woman-Owned Small Business (EDWOSB) that delivers training and management related services to federal and commercial clients. We are seeking a **Senior Business Analyst** for a federal agency Portfolio Management Office providing direct healthcare programs to Service members. This position reports to our company site in Fairfax, Virginia. Some local travel may be required.

**Candidate MUST have:** ACTIVE Secret Clearance

**Desirable:**

- Business Analyst Certification (PMP-PBA, IIBA, etc.)
- Healthcare management experience in a military environment or at the portfolio level
- Military Service a plus

**Key Responsibilities/Requirements:**

- Solid analytical skills, attention to detail
- Ability to take initiative, follow-through on tasks and activities, and produce meaningful results
- Highly effective, clear and concise verbal, written and presentation communication skills
- Sense of ownership for task and projects
- Operational and activity-level reporting knowledge and experience
- Strong collaboration skills, situational flexibility and ability to work well in fast-paced environment
- Ability to independently identify, research and resolve issues
- Demonstrated ability to manage multiple priorities and deadlines
- A well-organized and self-directed individual who is able to work with minimal amount of supervision
- Proficient in Microsoft Office and industry related software program

**Position responsibilities may include:**

- Provide analytical and project leadership to a small team for implementing portfolio dashboards that provide visibility into portfolio performance
- Identify problem areas, accurately define and articulate the problem, develop proposed courses of action, analyze impact to the portfolio, justify recommendations and provide thought leadership for portfolio-wide solutions.
- Collect and analyze financial and other quantitative data to draw business-relevant conclusions and communicate them effectively to portfolio leaders and stakeholders
- Guide portfolio leaders and stakeholders through decision-making processes
- Define requirements, develop operational approach to create and implement reporting and alerting solutions
- Document and communicate requirements, solutions, implementation plans and other work products



**Education and/or Experience:**

- Bachelor's degree
- 8 years of Business Analysis or related experience in federal civilian or defense environment

**Employee Benefits:**

- Medical, Dental, & Vision Benefits; 401k
- Long Term & Short Term Disability; Life Insurance
- 3 weeks PTO + Federal Holidays
- Salary dependent on skills and experience

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*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job. Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information and be able to obtain a government-granted security clearance. Individuals may also be subject to a background investigation including, but not limited to criminal history, employment and education verification, and drug testing.*

*ArcSource Group is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation, or genetic information.*