



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 Requirements Analyst for a federal government agency Portfolio Management Office providing healthcare programs to Military Service members.

Candidate MUST have: ACTIVE Secret Clearance

Preferred:

- Requirements Analyst or Business Analyst certification (CPRE, PMP-PBA, IIBA, or similar)
- 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
- From observations, discussion and meetings, examine existing processes and make recommendations for future needs
- Ability to identify and define problems, then apply critical thinking to recommend business solutions
- Capture a list of business and functional requirements for a given need in consideration of business constraints, administrative functions, and legal or regulatory requirements.
- 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:

- Document and present to stakeholders; functional requirements, proposed business solutions, implementation plans and similar work products
- Develop Requirements Traceability Matrix (RTM) and Business Requirements Document (BRD) work products



- Leverage industry standards to define business requirements, develop an approach to the creation and implementation of reporting and alerting solutions
- Provide analytical expertise 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

Education and/or Experience REQUIRED:

- Bachelor's degree
- 8 years of Business Analysis experience

Employee Benefits:

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

Working Conditions/Physical Demands:

- Work is performed at our Fairfax, Virginia office
- Some local travel to client site required

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.