



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 **Program Analyst** to join our team of qualified, diverse individuals.

Responsibilities:

- Collaborate with customers and developers to define system issues, requirements, and plan of action for resolution
- Identify and analyze software requirements to determine feasibility of the design, timelines, and schedule completion
- Ensure all testing efforts and related activities are coordinated efficiently and closely integrated with requirements definition, systems design, and development
- Coordinate and conduct user interface and end to end testing of interface systems
- Collaborate with test partners to revamp the programs testing processes including functional, integration, backward compatibility, and performance tests
- Identify and analyze software bugs/ issues, research requirements, and identify resolution
- Perform detailed analysis and testing to determine the course of action for program testing and production bugs/ issues
- Advise Program Managers (PM) on corrective actions related to software deficiencies and communicate results to members of the user community
- Maintain situational awareness of all activity within the program and be able to provide quick responses to questions that come up
- Capture meeting minutes quickly and accurately during meetings and while hosting meetings

Preferred Skills and Experience:

- Minimum of 5+ years of experience with the Wide Area Work Flow (WAWF)/Procurement Integrated Enterprise Environment (PIEE) and the family of applications that reside within PIEE (WAWF, EDA, NCCS, GFP, JAM, etc.)
- Proficient with software testing and program management/ governance
- Experienced with Agile methodology/ requirements in software development
- Knowledge and understanding of databases
- Ability to multitask, prioritize work, and manage time
- Excellent and clear communication skills, both oral and written and to present to various levels of audiences
- Ability to track many different items that can change minute by minute, organizational skills and pay specific attention to detail
- Microsoft Office skills, especially Excel and PowerPoint



Education and/or Experience:

- Bachelor's degree in IT or similar discipline
- At least 5 years of consecutive experience in software development

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 virtually.

Please contact: careers@arcsourcegroup.com

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.