

# Business Data Analyst II

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Fairfax, VA   Full Time   Mid Level

## **Business Data Analyst II**

**100% Remote**

**Clearance: NACLC/T3 – background investigation**

**Technical Degree required**

**Business Analytics Certification**

**8570/8140 IT Level II Certification (Sec+ CE)**

Nationwide IT Services, NIS, is seeking a Business Data Analyst II for a potential opportunity providing support in collecting and organizing information required for the preparation of user manuals, training materials, installation guides, proposals, and reports.

- Edits functional descriptions, system specifications, user manuals, special reports, or any other customer deliverables and documents.
- Provides support in performing financial and administrative tasks.
- Under general supervision, is responsible for preparing and/or maintaining systems, programming, and operations documentation, procedures, and methods.
- Maintains a current internal documentation library.
- Provides or coordinates special documentation services as required.
- Must understand SQL querying of Database tables.
- Provides support in process improvements and reengineering, reporting, business intelligence, testing, requirement gathering, requirement management, agile exposure, team player, excellent writing skills, requirements creation, and management, people skills, stakeholder management, client customer facing, run required gathering sessions, PM and ITSM tools.

## **Required Skills & Experience:**

- Excellent writing skills
- Previous Agile experience
- Experience with various business intelligence tools (ServiceNow, Qlik, MS BI)
- Experience with MS 365 Suite
- 5 + years of relevant experience
- DoD approved 8570/8140 IT Level II Certification
- Business Intelligence experience
- DoD approved CE Certification
- Business Analytics Certification

## **Required Technical/BusinessTools Experience**

- Previous Agile experience
- Experience with various business intelligence tools (ServiceNow, Qlik, MS BI)
- Experience with MS 365 Suite

**About Nationwide IT Services**

NIS is an IT and management consulting company, a CVE-verified service-disabled veteran-owned small business. Our mission is to deliver value-added services to our customers, leveraging technology, people, and industry best practices to implement innovative solutions through our trusted employees and team members.

Our benefits package includes medical, dental, and vision insurance, life and disability insurance, 401(k) plan with employer match, paid holidays, PTO (sick/vacation), commuter benefits, employee assistance program (EAP), and educational reimbursement along with Pet Insurance.

Nationwide IT Services, Inc. provides equal employment opportunities (EEO) to all qualified applicants for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, genetics, disability, or protected veteran status.