

**Job Title:** Portfolio Reporting Specialist

## **COMPANY PROFILE**

NikSoft Systems Corporation is a recognized Information Technology solutions provider. Founded in 1998 and based in Reston, Virginia, NikSoft is a CMMI Level 3 Certified company with an established reputation for excellence and on-time delivery with a consistently high customer satisfaction rating from its Federal Government and private consulting contracts.

## **JOB DESCRIPTION**

We are seeking a full-time Portfolio Reporting Specialist candidate to support a contract for a Federal Banking Regulatory Agency located in Arlington, VA. **US Citizenship is required for this position.**

## **RESPONSIBILITIES**

- Support information technology (IT) portfolio management analysis and reporting
- Develop written communication and visualization of portfolio reporting

## **KNOWLEDGE AND SKILLS**

- Strong written and oral communication skills
- Experience interacting with senior level personnel
- Proficiency in the most current Microsoft Office Suite (Excel, Word, Power Point) software versions as well as PowerPivot and SharePoint
- Knowledge of portfolio management tools (e.g., MS Project Server, MS Project, MS Portfolio Server) a plus

**EXPERIENCE:** 2+ years

**EDUCATION:** Bachelor's Degree

## **OTHER REQUIREMENTS:**

- U.S. Citizenship Required
- Must be able to obtain a Public Trust security clearance
- Position requires background investigation and credit check

## **BENEFITS**

- NikSoft's competitive benefits program includes comprehensive medical and dental care,

401K, paid time off, flexible spending accounts, disability coverage, and other benefits that help provide financial protection for you and your family.

- NikSoft is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. For more information about our other openings, please visit [www.niksoft.com](http://www.niksoft.com).

## HOW TO APPLY

- If you are interested in applying for this position, please send your *tailored* resume to [jobs@niksoft.com](mailto:jobs@niksoft.com)