



Position Description: Senior Data/Reporting Analyst

Job Summary:

Carter Group is seeking a Senior Data/Reporting Analyst to support a high-tempo federal government statistical reporting environment. This person, working among a team of analysts, will form the production backbone for recurring daily, weekly, monthly, ad-hoc, and leadership reporting using multiple operational data sources. Position is largely remote, although candidates in Washington, DC Metropolitan area preferred due to anticipated need for ad-hoc, in-person client meetings.

About The Carter Group:

The Carter Group is a dynamic small business that provides cutting edge cybersecurity and IT expertise to federal government and commercial clients. We work in close partnership with our clients to ensure cohesive, holistic, and resilient solutions to their most pressing challenges. The Carter Group provides exciting opportunities to all our employees designed to nurture the entrepreneurial spirit through challenging and complex assignments in a fast-paced, supportive work environment.

Duties/ Responsibilities:

- Own recurring production reports from source intake through transformation, validation, peer review, release, and reconciliation.
- Write and maintain advanced SQL Queries and use Python and/or R for data preparation, automation, analysis, and quality checks.
- Reconcile near-real-time operational data against official or reference datasets; investigate discrepancies and document root causes.
- Perform ETL/data preparation, anomaly detection, trend and reasonableness checks, and repeatable quality-control procedures.
- Maintain source-to-report traceability, documented logic, assumptions, runbooks, and reproducible reporting methods.
- Support ad-hoc data requests, executive-facing reporting, and dashboard/query troubleshooting under fixed deadlines.
- Participate in weekend and after-hours support rotations when mission reporting requires it.

Required Skills/Abilities:

- Strong hands-on SQL experience with large relational datasets.
- Hands-on Python and/or R experience for data preparation, analysis, automation, or validation.
- Demonstrated ownership of recurring deadline-driven production reporting.
- Experience with data reconciliation, anomaly detection, root-cause analysis, and formal quality controls.
- Strong Excel skills
- Ability to work responsibly in environments handling sensitive federal information.
- Ability to explain personally authored code, queries, data transformations, and validation steps.



**Preferred Qualifications**

- Tableau or Power BI development experience.
- SAS exposure or experience supporting statistical reporting workflows.
- Federal statistical, immigration, law-enforcement, public-policy, or operational-data experience.

Education and Experience:

- Bachelor's degree in Data Analytics, Statistics or Computer/Information Science-related field required.
- At least three (3) years of hands-on data/reporting/analytics experience.
- Demonstrated experience in statistics/quantitative analysis.
- Strong problem-solving skills with the ability to work independently and as part of a team.
- Excellent communication skills to effectively convey technical information to non-technical stakeholders and facilitate buy-in.

How to Apply:

Please send your resume to our People Operations Team, Attn: Danielle Shostal at Danielle.shostal@cartergroupconsultants.com

**Note: at this time, the Carter Group cannot sponsor a new applicant for employment authorization for this position.*

