

# JOB DESCRIPTION

**JOB TITLE:** Senior QA Analyst

**DEPARTMENT:** Information Technology

**REPORTS TO:** Director, Enterprise Applications **DATE OF THIS REVISION:** Oct. 2024

**BASIC PURPOSE OF THIS JOB:** The Senior QA Analyst will collaborate with various stakeholders, including Software Engineers and Product Managers, to create and prioritize test plans, track defects, and maintain QA best practices. Additionally, the role requires experience in test automation, bug tracking, and database query languages, with opportunities for ongoing learning and development.

## REQUIRED QUALIFICATIONS AND SKILLS:

- 3 years of experience in software quality assurance.
- 5 years of experience working in software development
- Strong experience working in an Agile SCRUM environment.
- Strong experience with Behavior-driven Development (BDD)
- Familiarity with test management tools (e.g., TestRail, Zephyr) and bug tracking systems (e.g., JIRA, Bugzilla).
- Proficiency in T-SQL or other database query language
- Strong analytical, problem-solving, and planning skills.
- Excellent interpersonal and communication skills.
- Detail-oriented with the ability to work in a fast-paced environment.
- Team player who is flexible, delivery-oriented, and takes responsibility for the team's success.
- Enthusiastic attitude with the drive to continually learn and improve.

## DESIRED QUALIFICATIONS AND SKILLS:

- Experience with tools such as: Postman, Selenium, Cypress, Rest Assured.
- Proficiency in at least one scripting or programming language (e.g., C#, Python, JavaScript)
- Experience with performance testing and security testing.
- Familiarity with CI/CD pipelines and DevOps practices.
- ISTQB certification or equivalent.

## WORKING CONDITIONS:

- Typical business office environment
- Some travel may be required; up to 10% possible

## ESSENTIAL FUNCTIONS:

- Design, develop, and execute test plans and test cases.
- Populate data to support test scenarios and test cases.
- Identify, document, and track software defects using bug tracking systems.
- Collaborate with Software Engineers, Product Managers, and other stakeholders to understand requirements and usability.
- Collaborate with Software Engineers, Product Managers, other stakeholders to determine user acceptance criteria and prioritize test plans.
- Assist in the development and maintenance of QA best practices and methodologies.
- Assist in the organization and development of support materials and documentation.

NOTE: Job duties and/or qualifications are subject to change at any time.

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We offer competitive wages, a comprehensive and highly sought-after benefits package including health, dental, vision, life insurance, long term disability, employee assistance program, 401(k) plan, pension, short term disability, paid time off and holidays, and a great work environment with fun, friendly people who truly enjoy their work. Hiring range for this position is \$80,000/annually to \$100,000/annually.