

**Job Title:** Quality Assurance Analyst

**Reports to:** Business Solutions Manager

**FLSA Status:** Non-Exempt

**Department:** Information Technology

### Job Summary

Evaluates and tests software programs to verify that programs function according to specifications and standards by performing the following duties

### Core Responsibilities

- Performs testing on supported products and systems.
- Creates test cases for new or changed functionality.
- Creates and executes automated test scripts using testing software programs.
- Identifies, analyzes, and documents defects.
- Ability to summarize and report application testing results.
- Contributes to establishment of standards and procedures for testing.
- Maintains, and uses testing software programs.
- Monitors program performance after implementation to prevent recurrence of program operating problems and ensure efficiency of operation.
- Documents, tracks, and communicates test plans, test results, analysis, and unresolved problems.
- Reviews and contributes to system documentation.

### Qualifications

- Working knowledge of SQL; perform basic to intermediate queries to extract data.
- Ability to interact effectively with all levels of the organization and the ability to collaborate with business unit customers, IT and management.
- Demonstrates professional organization, documentation, communication and interpersonal skills.
- Working knowledge of Agile development including experience with Scrum and Kanban teams.
- Proficient in use of MS Office Suite: Outlook, Excel, Word, and Visio.
- Working understanding of website and database architecture.

### Education and Experience

- Bachelor's degree from a four-year college or university required.
- Minimum 3 years' experience working as a quality assurance analyst.
- Experience Project Management methodologies.

**To apply send cover letter and resume to:** [tmcgee@recolorado.com](mailto:tmcgee@recolorado.com)