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## POSITION ANNOUNCEMENT JOB POSTING FORM

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R.C. Olmstead, Inc is recruiting for the following position:

Title: **QA ANALYST**

Department: Quality Assurance

Reports to: VP Software Engineering

Required Experience:

- Bachelor's degree in Business Administration or Information Systems, or equivalent
- 3+ year of software quality assurance testing required including experience with QA methodologies and technique
- Experience with test plan/strategy development
- Experience creating and maintaining manual test scripts
- Excellent written and oral communication skills
- Effective listening skills as direct communication with the business user and developers will be common.
- Great team player that works well with others
- Excellent at adapting to a fast changing environment
- Detail oriented and self directed
- Credit Union or other financial/banking industry business experience a plus

Job Description:

- Practices and supports QA methodologies
- Develops documents, maintains, and adheres to QA processes and procedures.
- Participates in documentation reviews and handoffs
- Develops and maintains test strategies /test design specifications
- Creates manual test cases/test case specifications in suitable format for regression and system testing
- Executes manual test cases as needed
- Reviews and analyzes test results as needed
- Documents test results and defects as needed
- Validates status of corrected defects as needed
- Reports test results and metrics as needed
- Other duties as assigned.

**R.C. OLMSTEAD, INC IS AN EQUAL OPPORTUNITY EMPLOYER**