JOB TITLE: SOFTWARE QA Strategist and Testing Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

The QA Strategist and Testing Coordinator is responsible for ensuring that the end product, designed to support customers in the mutual fund industry, meets the client's software business requirements. He/she will work with the project owners and Business Analysts to aggregate business requirements. Specific duties include the following:

- Design and document Test Plans, Scenarios, scripts or procedures which encompass the business requirements specific to each application.
- Test System modifications to prepare for production releases.
- Identify, analyze, and document problems with program function, output, online screen, or content.
- Plan test schedules or strategies in accordance with project scope or delivery dates.
- Organize and record detailed test results;
- Generate Reports and Provides Test Results and Project Status.
- Work with project teams through the design and test stages to ensure strict adherence to business requirements.
- Log detailed and accurate defect reports and follow the defects through to resolution and closure.
- Assist in the identification and design of automated processes to increase testing efficiency and reliability.
- Assist and reviews other team members' Test Procedures (TPs) as well as offshore testing execution results.
- Serve as a resource to the team in the resolution of complex business or technical issues.
- Work within IT to improve the quality of project documents and systems documentation.

EDUCATIONAL REQUIREMENTS

Bachelor’s Degree in Management Information Systems, Computer Science or Related Field

EXPERIENCE REQUIREMENTS

Five years of progressively responsible experience in software quality assurance.

HOURS F/T, 40 hours per week

LOCATION San Rafael, CA 94901