

Position: Quality Assurance (QA) Specialist
Reports to: Manager, Applications and Support
Contract type: Fixed Term, Full Time (12 month contract)

The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail-oriented and analytical individual with excellent organizational, interpersonal and communication skills for the Quality Assurance Specialist role. Come join a collaborative network of like-minded professionals and take the first step towards an exciting new opportunity by applying to the position.

Job Summary

Working with the Manager, Applications and Support, the incumbent will conduct thorough testing of software and identify its defects to ensure that quality standards and business requirements are met and are aligned with specifications. The Quality Assurance Specialist (QAS) helps to ensure our releases are thoroughly tested before making the decision to move into production. The QAS deliberately attempts to crash the program and tests to verify functionality, ease of use and integrity of data to meet performance standards.

Key Responsibilities:

Quality Assurance Testing:

- Develop detailed test cases/scenarios and test scripts based on software Solution Proposal and Business Requirements documents;
- Conduct thorough tests based on test cases and scripts to assess: functionality, usability, performance, and the reliability of the software applications;
- Analyze issues, identify root causes of the defects, and provide detailed feedback to developers;
- Plan, schedule, run and coordinate User Acceptance Testing (UAT);
- Provide instructions for and assistance to users to complete the User Acceptance Testing;
- Produce and maintain QA control documentation to produce detailed reports that provide formal assurance for all code releases;
- Investigate user reported issues to identify the cause of the issues;
- Analyze test results to identify user training issues and software application issues, and take action accordingly;

Operations:

- Participate in the monthly patch tests of our information systems;
- Participate in the creation of regression test plans needed to upgrade our information systems;
- Conduct thorough tests to support application system upgrades;
- Identify areas where users need training;
- Develop and write staff training material related to the proper use of our information systems;
- Participate in data quality cleanup efforts;

Development Process:

- Work with developers to provide sample data as needed;
- Identify and recommend actions that can be put into place to improve data quality;
- Other duties and responsibilities, as assigned.

Key Requirements:

Knowledge and Experience

- Bachelors Degree in Computer Science, Information Technology, or related discipline, or equivalent experience;
- Two (2) plus years of experience performing software Quality Assurance work;



- Solid experience with various software testing procedures with a practical understanding of the software development process;

Demonstrated Skills and Abilities

- Knowledge of various QA tools, concepts and methodologies;
- Proficiency with MS Office, in particular Word, Excel, and Access;
- Good familiarity with automated testing tools (e.g. Selenium);
- Some TSQL skills would be an asset;
- Proven ability to understand business requirements and technical specifications, designing and developing test plans and test cases from these translated requirements;
- Excellent interpersonal, communication and presentation skills, both verbally and written, including the ability to communicate test plans and test cases to the User Acceptance Testers;
- Demonstrated critical thinking, logic and reasoning skills, with the ability to think in the abstract and see how small details fit into the bigger picture;
- Ability to manage multiple priorities, reprioritize tasks, and meet deadlines under pressure;
- Ability to work collaboratively as a key team member, and independently with minimal supervision;
- Demonstrated customer-focused approach and the ability to work with a wide variety of users;
- Genuine interest in improving the quality of software applications and data integrity;

The starting annual salary for this position is between \$65,200 – 77,400 per annum, based on candidates' qualifications, experience, and internal parity. Exceptions may be considered with further review.

If this job outline describes you, please email your résumé and cover letter with salary expectations to HRCPABC@bccpa.ca. This position will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

Why join our team? CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

About CPABC

The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 40,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations.