

**Position:** Quality Assurance Specialist  
**Reports to:** Manager, Application Support  
**Contract type:** Indefinite, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is committed to protecting and respecting the privacy rights of individuals whose information is in CPABC's custody and control. As a public body, CPABC is required to comply with the Freedom of Information and Protection of Privacy Act (FOIPPA). CPABC is also required to comply with Canada's Anti-Spam Legislation (CASL).*

### **Job Summary**

Working with the Manager, Application 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 system releases are thoroughly tested before being moved into production. The QAS deliberately attempts to crash the program and test 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 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, as assigned

### **Key Requirements:**

Broad knowledge and experience in:



- Solid knowledge and experience with designing and developing test plans and test cases
- Solid experience with software testing procedures
- Proven ability to understand and translate business requirements and technical specifications
- Practical understanding and experience with the software development process
- Effective project management abilities
- Good familiarity with automated testing tools such as Selenium or others

Demonstrated ability to:

- Produce thorough test plans and test cases based on specifications
- Communicate test plans and test cases to the business User Acceptance Testers
- Manage multiple priorities, reprioritize tasks and meet deadlines
- Ability to use logic and reasoning to identify the cause of issues
- Ability to think in the abstract and see how small details fit into the bigger pictures
- Be genuinely interested in helping improve the quality of software application and data integrity
- Provide a customer-friendly attitude and the ability to work with users with different business backgrounds
- Work well in a team environment
- Have a strong work ethic and a positive team attitude
- Possess good interpersonal skills

Education and Experience

- Bachelor degree in Computer Science (Quality Assurance Science is preferred)
- Minimum of two-year's experience performing Software Quality Assurance work
- Knowledge of tools, concepts and methodologies of Quality Assurance
- Effective written and verbal communication skills
- Proficiency with MS Office (Access, Word, and Excel)
- Some TSQL skills would be an asset

If this job outline describes you, please submit your cover letter and resume to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca).

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

**Why join our team?** CPABC offers a challenging yet flexible work environment, with competitive compensation package. At CPABC we live our core values:

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

### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 38,000 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. CPABC was presented with a BC Top Employer award for a third consecutive year for 2022.*