

## Quality Assurance Analyst

We are seeking a **QA Analyst** to join the Confirmation.com team in our Delray Beach, Florida office. This position is responsible for developing routine tests and coordinating the testing effort. The qualified candidate will demonstrate a solid understanding of quality assurance as part of the development process and web-based technology.

### Responsibilities

- Must be able to work with Developers and Product Managers to develop, maintain, and execute quality assurance testing procedures.
- Evaluates and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines.
- Develops and maintain test plans, manual test scripts for user interface, functionality, system and "ad-hoc testing".
- Documents quality assurance practices.
- Reports, tracks and determines priority of reported bugs.
- Troubleshoot test issues, record test results, and provide test status.
- Executes regression tests, functional tests and data tests.
- Provides clear documentation within TFS system on all issues found.
- Well-versed in software process methodologies.
- Ensure project milestones and deliverables are met.

### Qualifications

- Minimum of three (3) years of experience in a business or QA analyst role.
- Superior communication (verbal and written) and interpersonal skills; ability to consult, collaborate, and facilitate.
- Ability to work with a high degree of initiative and independence and to prioritize work.
- Experience with Microsoft Office applications (Outlook, Excel, and Word).
- Working knowledge of Microsoft operating systems and Windows environments.
- Demonstrate strong analytical and troubleshooting skills with attention to detail.
- Ability to work in a dynamic, fast-paced environment.
- Knowledge of Microsoft Team Foundation Server and agile development preferred.
- Self-motivated, quick and intuitive learner.

### Compensation

- Compensation depends upon experience and education.

### About Confirmation.com

Confirmation.com is the world's leading provider of secure online audit confirmations. Today, more than 14,000 audit firms use Confirmation.com to send audit confirmation requests to companies, financial institutions and law firms worldwide. For more information, visit [Confirmation.com](http://Confirmation.com).