



Business & Quality Assurance Analyst

As business analyst the primary objective is to assist the team in implementing technology solutions in a cost-effective way by determining the requirements of a project or program and communicating them clearly to stakeholders, facilitators, and partners. In this dual role, the quality assurance analyst's primary objective is to ensure that the developed product adheres to the established requirements through rigorous testing.

Role Responsibilities

- Review and edit requirements, specifications, business processes, and recommendations related to proposed solutions.
- Develop functional specifications and system design specifications for client engagements.
- Prepare wireframes and mockups for business and IT solutions.
- Write business cases and user stories for web development projects.
- Elicit requirements from stakeholders and technical team members.
- Refine requirements to incorporate into documents and Agile user stories.
- Conduct requirements analysis to determine the best method to present the information to the client and to ensure that all business and technical needs are captured.
- Prepare and review test cases.
- Process change requests.
- Execute testing and prepare test results.
- Report and track defects.
- Other duties and responsibilities as assigned.
- Additional duties and responsibilities as assigned.

Required Background

- Bachelor's degree in computer science or related field.
- US citizenship or permanent resident status.
- Current active public trust or higher clearance with a federal agency.
- At least six years of experience modeling complex business processes.
- At least six years of experience in testing complex web applications, websites, and software applications using both manual and automated testing.
- At least six years writing test cases for complex systems.
- Proficient in industry standard business analysis and testing tools.

Required Abilities

- Proficient written and verbal communication in English, including technical writing skills.
- Strong skills in communicating complex and abstract processes with non-technical audiences.
- Understanding of systems engineering concepts.
- Development of business cases.



- Understanding of conducting a cost/benefit analysis.
- Modeling techniques and methods.
- Organized, detailed, and a team player.

Preferred Experience & Abilities

- Participation on Agile projects.
- Experience using JIRA.

Company Profile

IT WORKS! is a certified woman-owned small business headquartered in Washington, D.C.. As an IT solution provider, our services include custom software development, program management, and advanced data analytics. From scoping and defining to implementation and support, we are ready to support our clients' needs at any stage of development in designing and building solutions that prepare them for the future.