

## System Automation Corporation

### Senior Systems Analyst Position Description

**Reports to:** Software Development Team Manager

**Location:** Columbia, Maryland

**Career track:** This position is on a track to become a Software QA Manager or software developer. Qualified applicants should be eager to elevate and expand System Automation's suite of products.

**Position summary:** Serves as a senior member of the product development team by leading analysis activities related to gathering, validating and documenting product functionality and reports. Contributes to the firm's overall approach to providing a great customer experience.

**Compensation:** Base salary commensurate with experience.

#### **Key Responsibilities**

- Performs in-depth elicitation, evaluation and verification of product functionality
- Maintains and updates product documentation (e.g., Release Notes, Installation Guides, etc.)
- Serves as a liaison between the business community and software developers, ensuring that system requirements are clearly defined and documented
- Creates requirements specifications and acceptance criteria for new product features using standard templates and processes
- Analyzes, documents and validates functional requirements to improve quality, performance, and customer experience
- Performs software test execution (system, regression, performance, and security testing) using a combination of manual and automated testing techniques
- Maintains traceability of requirements to design, code and test cases using a Requirements Traceability Matrix
- Provides mentorship for junior team members and participates actively in their career development

#### **Knowledge, Skills and Abilities**

- Ability to plan, organize and structure individual workload involving concurrent tasks
- Ability to perform quality work within deadlines with minimal supervision
- Excellent analytical and evaluation skills
- Strong written and verbal communication skills
- Basic understanding of computer/database concepts
- Knowledge of the fundamentals of business analysis and software testing methodologies
- Familiarity with SQL, web-based applications, and client-server applications
- Ability to interact and work professionally with clients and employees at every level of the organization
- Professional, positive, and enthusiastic attitude
- Ability to elicit, create, and validate custom reports using Jasper Report Designer (Desired)
- Ability to create automated UI test scripts using Visual Studio Coded UI technology (Desired)

#### **Qualifications**

- Bachelor of Science in business administration, engineering, computer science or related fields of study, or equivalent years of experience
- Over five years of related experience in a software development company

### ***About the Company***

Located in Columbia, Maryland, System Automation Corp. (SA) is one of the nation's leading providers of regulatory management software and services to government and private-sector organizations. SA exists to automate regulatory compliance and deliver a great customer experience. We believe that empowering our clients to address regulatory challenges is an important part of protecting the general public and making the world a better place.

Our values inspire us to provide a great customer experience:

- Respect
- Accountability
- Integrity
- Honesty
- Empathy
- Responsiveness

To apply for this position, please submit a cover letter and resume to [resumes@systemautomation.com](mailto:resumes@systemautomation.com)