



**Company background:**

PEF Services LLC is a growing tech-enabled business services firm located in West Orange, NJ, providing accounting, reporting, compliance and technology solutions to private capital investment funds and their investors.

**Position Overview: QA/Test Analyst**

PEF is seeking a highly motivated QA/Test Analyst with 2 to 5 years of experience. This individual will play an active role on the QA team and work closely with Senior Quality Assurance Analysts, as well as interact with Business Analysts and Developers in the development and enhancement for our proprietary business application. Candidate should be a quick learner, have strong communication skills and be self-motivated. We offer meaningful work, flexibility for work/life balance and opportunities for growth.

**Responsibilities include:**

Participating in all planning, design and execution of testing for application development, using guidelines and established procedures/best practices, including but not limited to:

- Planning
  - Review user stories and conditions of satisfaction to ensure that the requirements are consistent, unambiguous and testable
  - Work with business analysts and developers to clarify requirements and rectify any issue with requirements
- Design
  - Develop and document comprehensive test plans, test scenarios and test scripts
  - Set up and maintain other test artifacts like the test data and procedures/scripts for generating and updating the test data
  - Translate user stories and conditions of satisfaction into robust test scenarios
- Test execution
  - Perform functional, system integration, database and regression testing
  - Work closely with developers and business analysts in resolving defects discovered during the application development
  - Use the defect tracking software to create and maintain defects and bring them to resolution

Additional responsible include:

- Setting up user accounts for client-facing applications
- Building out of client workspaces in client-facing applications
- Maintaining a culture of customer service in all support services

### **Who We Want:**

We support the entrepreneurial spirit, encouraging each employee to take personal ownership and accountability for their work. Our management team encourages all team members to contribute ideas to enhance each process and solution. If you have the following skillset, we want to hear from you:

- BS degree in Computer Science, Engineering or a related subject or equivalent experience
- Demonstrable knowledge of functional, system integration, database and regression testing using both manual and automated testing
- A working knowledge of automation tools and SQL (Katalon Studio a plus)
- Basic to intermediate experience writing basic code in Java (or similar language) as it pertains to automated testing
- Experience working in an Agile/Scrum development process is a plus
- Experience working with Jira, Confluence and Zephyr is a plus
- Enjoys problem solving
- Experience with building out and using Excel Macros

The Quality Assurance team plays an important part in our company's product development process. Our ideal candidate will be responsible for conducting tests before product launches to ensure software runs smoothly and meets client needs, while being cost-effective. If you hold an engineering background and enjoy providing end-to-end solutions to software quality problems, we'd like to meet you.

### **What We Offer:**

Candidates will need to manage and prioritize multiple projects in a fast-paced environment. Candidates must be comfortable working in a small, privately held company that emphasizes customer service, professionalism, ongoing learning and accountability. In addition to work experience, we offer a positive culture - fun lunches, team events and community involvement add to our culture of inclusion. All of this allows us to deliver exceptional service, experience low turnover, and retain experienced professional staff.

### **Compensation:**

We pay a competitive salary and bonus, and offer a strong benefits package that includes health insurance, dental/vision, tuition reimbursement, 401k plan and company match, paid holidays, paid time off and more. We also have a strong emphasis on professional training, including webinars, "lunch and learn" in house training sessions and external training.

### **Application Procedure:**

Applicants must include a resume and a detailed cover letter – with salary history and requirements – explaining career objectives and qualifications. Also highlight your relevant skills, experience, and abilities. Please email your resume and cover letter to [Jackie.decataldo@pefservices.com](mailto:Jackie.decataldo@pefservices.com).

No recruiters/placement agencies. PEF is an equal opportunity employer.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.