

# ULTIMATE SOFTWARE GROUP

## Job Posting

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Position: Quality Assurance Analyst  
FLSA Status: Exempt  
Reports To: Quality Assurance Manager  
Location/Department: Headquarters/Quality Assurance

**Summary:** Ultimate Software is seeking a Quality Assurance Analyst to specialize in payroll applications with a concentration in time and attendance. The Quality Assurance Analyst is responsible for the quality of our UltiPro Workforce Management application and integration with third party products.

### **Qualifications or Skills Required:**

- Minimum 2 years Software QA experience.
- Experience with Payroll / Time & Attendance system desirable.
- Experience developing and executing test plans / test scripts.
- Strong problem solving skills.
- Self motivated and willing to “do what it takes” to get the job done
- High degree of organizational skills
- Team oriented
- Exposure to agile development methodology a plus.
- Ability to handle multiple tasks under tight deadlines
- Detail oriented
- Proficiency in all MS office Products and operating systems.
- Knowledge of automated software testing technology preferred.
- SQL writing experience a plus.
- Internet Experience.
- Strong interpersonal & communication skills (both verbal & written)

### **Responsibilities:**

- Create test plans / test cases based on business requirements and functional specs.
- Work proactively with members of the Product Management, Engineering and Quality Assurance teams in order to find and fix software defects.
- Analyze defects / test results to provide solutions.
- Create defect tracking reports that are clear, detailed and concise in order to describe detected defects, possible causes and expected results.
- The QA Analyst is expected to gain a functional understanding of our product and operating system and become part of our ongoing feature and enhancement development effort.
- Read and provide feedback on Product Development documents as they pertain to UltiPro product solutions, tools and other technical software features.
- Work with the Automation Developer to automate test cases / features.
- Provide support when needed to other members of Quality Assurance, Product Management and Product Support.
- Communicate critical issues and status updates in a timely manner to the management.

Interested applicants must contact person below for an interview:

Courtney Wongsam  
Quality Assurance Manager  
Email address: [Courtney\\_Wongsam@ultimatesoftware.com](mailto:Courtney_Wongsam@ultimatesoftware.com)

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