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# Example of IT QA Analyst Job Description

Our growing company is looking for an IT QA analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for IT QA analyst

* Skills matrix administration and monthly review
* Acceptance Criteria administration
* Maintain services matrix
* Base minimum score card completion for management team
* Performance management admin for assistant managers
* Creates test plans and scripts
* Performs research to define the cause of the problem, offers solutions to the development team to create a resolution
* Analyzes test results, identifying and documenting defects
* Creates QA documentation based on project functionality and deliverables
* Monitors and reports on project test status

## Qualifications for IT QA analyst

* Experience and comfort with test case management/defect tools (ALM, TFS, QA Complete )
* Professional level of knowledge in Information Systems Testing, Quality Assurance and Systems Analysis as acquired through completion of a Bachelor's degree in Information Systems, Healthcare or related field
* 5 years' experience working as a QA/Testing Analyst including the ability to write test cases and analyze business requirements
* Experience with healthcare claims applications and business functions preferred
* Knowledge of information systems quality assurance and testing best practices and methodologies
* Understanding of systems requirements and design in order to create and modify test cases