EMPLOYMENT OPPORTUNITY

QA Analyst

No. 2026-IT-03
Internal/External

Who we are:

First Nations Finance Authority (FNFA) is consistently recognized as one of British Columbia's Top Employers

FNFA is the only First Nation-led organization in the world leveraging private capital for a pooled-borrowing model of Nations to finance projects that build strong, healthy, and prosperous communities for generations to come.

We are a First Nations-led non-profit, financial services corporation mandated under the *First Nations Fiscal Management Act* (2005) providing affordable financing, investment management, and capital advisory services to First Nations communities in Canada. FNFA does not rely on federal government funding and is self-sufficient.

From clean energy projects to schools for our children and housing for our Elders, priorities being undertaken by FNFA's First Nation members, are creating good jobs while contributing to Canada's economy. Learn more: www.fnfa.ca.

Job Summary:

The QA Analyst takes direction from and reports to the IT Manager. The incumbent will primarily be responsible for ensuring quality assurance of the New FMS software. The incumbent would thoroughly test the software in a variety of ways, identifying missing functionality and uncovering bugs and errors. These would be reported to the Software Project Manager and subsequently be created into tasks for software development. They would also review completed tasks to ensure they are appropriately operational and ready for User Acceptance Test (UAT).

This position would assist in the development and deployment of the New FMS which is both an IT department objective and an organizational objective. The Software Development team utilizes Microsoft Azure DevOps to coordinate our development team. The QA Analyst will create tickets
within this system for tasks or issues that are identified during the testing.

Primary Job Responsibilities:

1. Develop test plans and procedures in Azure DevOps, ensure business requirements are met as per system specifications
2. Develop test strategy, execute test cases and test automation during iterative development cycles
3. Develop and execute functional test scenarios and test utilizing user stories contained within Agile Sprints
4. During sprint planning provide estimates on the amount of time needed to complete testing related tasks
5. Collaborate with software developer and software project manager and other stakeholders to review project requirements to ensure requirements are testable

6. Carry out manual or automated tests on custom software and verify they pass quality standard for staff, analyze and report results. This should include:
    - Unit testing
    - Integration testing
    - System testing
    - Regression testing
7. Identify, document, and report defects, issues, and risks encountered during the testing process
8. Report bugs and errors to software development team, create bug reports in Azure DevOps
9. Work with software developer to reproduce and troubleshoot defects found in the system
10. Conduct root cause analysis and recommend corrective actions
11. Document and implement standard, integrated testing processes
12. Communicate effectively with cross-functional teams, project manager and leadership to provide insights on the quality and readiness of systems for deployment or implementation.
13. Ensure that testing activities adhere to regulatory requirements, data privacy standards, and internal control frameworks.

Who Can Apply:*

The ideal candidate will have:

- Bachelor's Degree or Diploma in Information Technology or Business Management.
- Knowledge of Microsoft software infrastructure stack
- 3 to 5 years proven experience Software QA Analyst experience
- Experience with agile development methodology, iterative development, and testing knowledge is an asset
- Demonstrated experience including the following:
    - M365 office productivity systems (Exchange, Outlook, Excel, SharePoint, Teams, etc.)
    - Software development methodologies (Agile, Waterfall, Scrum).
    - Familiarity with C#, HTML/CSS, TypeScript/JavaScript, and database management.
    - Familiarity with Microsoft Azure framework.
- Strong understanding of DevOps environment.
- Working knowledge of test management software
- Continuous Integration and Deployment skills are an asset
- Demonstrated experience with managing / logging incidents reports
- Familiarity with Agile frameworks and regression testing
- Excellent communication skills
- Excellent interpersonal skills.
- Strong organizational skills with keen attention to detail.
- A professional, responsive, and positive work attitude is essential.
- Resourcefulness, flexible and adaptable.
- Experience with accounting and finance are considered an asset.

Starting Compensation:	**$72,600 - $87,5000** (dependent on qualifications and experience)
Benefits:	• Work/life balance – our workdays are 8:00 am to 4:00 pm, weekdays • Retirement contribution matching of 6% • 100% Employer paid extended health benefits • Generous vacation package • Employee wellness programs • Career development (FNFA believes in mentorship and professional development)
Location:	The successful candidate will work at our head office in Westbank, BC.
Duration:	Full-time position for one (1) year. Possibility of extension upon successful completion of term.
Application process:	Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time. * Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.
Application Deadline:	**Until the position is filled.**