NOW HIRING FOR A
Business Analysis and Quality Assurance Analyst

This position may be filled at a level I, II or III depending on the qualifications of the selected candidate.

Overview

This position supports business and technology needs in an Agile environment. The role involves defining and prioritizing requirements, configuring packaged software, testing solutions, resolving defects, and training end users. Responsibilities range from assisting with requirements and testing to serving as a subject matter expert and mentoring team members.

In This Role, You Will

- Collaborate with business clients and IT colleagues to deliver technology solutions.
- Configure packaged software and support upgrades.
- Prepare and execute test plans, track defects, and ensure quality delivery.
- Train and support end users in system operations.
- Contribute to process improvements and project progress reporting.
- Level I: Assist with requirements, testing, and user training.
- Level II: Lead requirements management, collaborate with vendors, and serve as a subject matter expert.
- Level III: Provide technical leadership, mentor team members, and drive BA/QA best practices.

Required Qualifications

- Bachelor's degree and/or equivalent work experience.
- 1 to 2 years of similar or related professional experience (3 - 5 years required for level II and 5 - 7 required for level III).
- Strong analytical and problem-solving skills; ability to think logically and orderly.
- Excellent communication skills and ability to maintain confidentiality of information.
- Intermediate proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to work and travel independently and operate general office equipment.
- Goal-oriented mindset with a strong sense of team solidarity.

Preferred Qualifications

- Up to 2 years of general financial experience comprising a combination of education and hands-on experience (2 - 3 years expected at level II and 3 - 5 years at level III).
- Resourcefulness and creativity in researching new products and techniques.
- Familiarity with database querying methods (required at Level III).
- Familiarity with test automation concepts and tools (required at Level III).
- Experience with Agile development methods (preferred at Levels I and II; required at Level III).
- Understanding of database design, programming concepts, and web development (preferred at Levels I and II; advanced knowledge required at Level III).
- Experience with packaged software testing concepts, tools, and business analysis (advanced knowledge required at Level III).
- Prior experience serving as a subject matter expert or mentoring others (expected at Level III).

Benefits: FHLBank offers an attractive benefits package including health & dental insurance, 401(k) with company match, a short-term incentive plan, a flexible remote workday*, student loan repayment assistance, onsite fitness center with shower facilities and much more.

Eligible positions may have the opportunity to work remotely one day per week.

Find more details and apply online: fhlbtopeka.com/careers
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