

Job title	<i>Programmer Level 1</i>
Department	<i>Programming</i>
Reports to	<i>Programming Manager</i>
FLSA Status	<i>Exempt</i>
Weekly Hours	<i>40</i>

Positions Overview

Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. May require an **associate's degree** in a related area and **0-3 years** of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. **Relies on instructions and pre-established guidelines to perform the functions of the job.** Works under immediate supervision. **Primary job functions do not typically require exercising independent judgment.** Typically reports to a project leader or manager.

Duties and responsibilities

- Confirms project requirements by reviewing program objective, input data, and output requirements with members of other groups (Product Development Groups, Quality Assurance testers Services, and end users)
- Encodes project requirements by converting work flow information into computer language
- Confirms program operation by conducting tests, modifying program sequence and/or codes
- Analyzes code to find causes of errors and revises programs
- Provides technical assistance to Product Development Groups and Quality Assurance testers by responding to inquiries regarding errors, problems, or questions with programs
- Provides all forms of product support, including phone, email and web support while maintaining a professional and lasting relationship with customers
- Takes on additional responsibilities and projects within the group
- Assist in the development of current tax software systems and in the testing and development of new systems
- Writes and maintains documentation for various processes, procedures, and new features
- Other duties as needed or required

Supervisory Responsibilities

None

Qualifications & Skills

- Education and experience – Bachelor's degree in Computer Science, Software Engineering or equivalent (Master's degree preferred but not required)
- Programming – writing computer programs for various purposes (Java required, other languages a plus)
- Familiarity with Eclipse IDE
- Has working knowledge of database development (SQL)
- Familiarity with XML
- Critical thinking – using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Complex problem solving – identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Quality control analysis – conducting tests and inspections of products, services, or processes to evaluate quality or performance
- Customer Service - Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments
- Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit
- Some work outside normal business hours and some weekends required
- May deal with confidential information and/or issues using discretion and judgment

Please submit your resume along with an application [here](#).