



SOFTWARE DEVELOPER

Reports to | **Manager of IT & Strategy**



PURPOSE

The Software Developer (Programmer/Analyst) is responsible for the development, maintenance, and support of the MFA's in-house software systems. This role works with the MFA team to identify and understand the internal needs of the organization and the external needs of its clients to ensure that the system properly supports both user groups.



SCOPE

The Software Developer (Programmer/Analyst) reviews and researches MFA business needs and enhances functionality, efficiency, stability, and scalability of the Financial Management System. This role designs, develops, upgrades, maintains, codes, tests, and debugs associated systems and databases while completing specific program and general MFA technology projects. The Software Developer (Programmer/Analyst) provides backup and support to the Senior Programmer/Analyst and other team members as required.



DELIVERABLES

DESIGN

- Design and integrate web services and pages into the FMS
- Initiate, propose, and implement regular improvements to existing systems and new tools
- Research comparable systems, innovative technology, trends, and tools as they relate to the core technology and business systems of the MFA

DEVELOP

- Prepare reports as directed by management
- Program, test, and implement new system requirements
- Employ high quality development standards, change logs, and versioning
- Adhere to system development standards and document workflows and processes
- Write and maintain detailed software specification documents for the FMS
- Create end-user documentation for accurate system usage

MAINTAIN

- Assist with regular backup and maintenance of recovery systems
- Monitor systems performance, security, and services
- Maintain and support legacy systems
- Maintain, secure, and develop test systems and sandbox implementation
- Test and perform quality assurance on middleware and third-party software
- Implement and maintain user authentication mechanisms



OTHER

- Remain current with the latest security and development standards
- Communicate, consult, and report on system requirements and needs
- Assist clients with issues related to online platform functionality
- Contribute to general IT functions as required in support of operations



ROLE-SPECIFIC SKILLS AND KNOWLEDGE

SKILLS

- Attention to detail and accuracy - completes timely, accurate technical support and design
- Analytical thinking - able to process and apply complex information. Able to translate Business Logic into system processes and functionality
- Communication – well-spoken, articulate and writes effectively
- Organizational and time management – manages and prioritizes workload to meet deadlines
- Collaboration – works effectively with MFA staff, clients, and external service providers
- Proactive – anticipates needs and proactively suggests improvements
- Problem solver – using various information sources and applied knowledge, able to solve complex problems
- Adaptability and flexibility – easily shifts direction and adapts to changing priorities

KNOWLEDGE

- SQL RDBMS such as Oracle or PostgreSQL – able to understand and modify database schemas; able to understand and write performant queries and debug performance problems
- Linux – Good general understanding of usage and principles; able to work effectively at the command line
- Languages – Java, JavaScript, XML, JSON, HTML, CSS, SQL, bash, PHP
- Environment – Tomcat Java EE application server
- Web – Solid understanding of protocols, languages, and security
- Other – Understanding of accounting concepts is an asset



SUPERVISORY RESPONSIBILITIES

- The Software Developer (Programmer/Analyst) does not have supervisory responsibilities.



STAKEHOLDER RELATIONSHIPS

- MFA Staff – provides support and shares information
- MFA clients – provides support and collaborates to resolve issues as they arise
- Third party service providers – collaborates to solve problems and develop solutions



EDUCATION AND EXPERIENCE

- Bachelor of Science Degree in Computer Science or equivalent
- 3 - 5 years' relevant experience in coding, design, and administration of software systems and data base architecture



ORGANIZATIONAL COMPETENCIES

LEADERSHIP

The MFA's success is built on their credibility and strong reputation amongst its stakeholders, garnered through their demonstrated leadership skills. The MFA team members exhibit leadership by promoting the organization's mission and vision with character, an open-minded, positive, can-do attitude, and approachability. Team members are aware of themselves and others and understand the impact of their actions. They have a strong presence and demonstrate confidence and capability. They are flexible and are able to adapt quickly to changing priorities, are resilient and are able to calmly and confidently deal with setbacks.

COMMUNICATION

MFA team members are strong communicators. They are approachable and professional in their dealings with other team members and external stakeholders. They are able to educate and speak articulately about the functions of the MFA and they demonstrate strong written and verbal skills. They can take complex information and make it simple and accessible. MFA team members are effective listeners and understand the content and context of communication and discern what to share, when to share it, and with whom, as well as the appropriate method for the communication.

RELATIONSHIP-BUILDING

Relationship building is a cornerstone of MFA's success. Team members' relationships with external stakeholders establish and uphold MFA's credibility and reputation. Internally, team members build constructive working relationships by being supportive and by assisting team members when necessary. They seek first to understand and take the time to listen and talk through issues when they arise. They are respectful and approachable. Externally, MFA team members build trust through ethical work practices, honesty and openness. They achieve results and demonstrate integrity by doing what they say they will do, and building strong loyalty among both internal and external stakeholders.

TEAMWORK AND COOPERATION

The MFA relies on a strong, collaborative team for its success. MFA team members are engaged in their work with the team, and participate with energy and enthusiasm. They are inclusive in their dealings with other team members, ensuring appropriate sharing of knowledge and information. They demonstrate a willingness to step in and help other team members when needed and have each other's backs, supporting and giving grace when necessary. They effectively and quickly resolve conflicts with other team members and choose appropriate interactions when doing so. They know and support one another's work and deliverables and acknowledge and celebrate each other's successes and achievements.

RELIABILITY

MFA team members can be relied on at both the individual and organizational level. They provide accurate, ethical, reliable outputs to each other and external stakeholders so that they can make informed decisions and take appropriate risks. They provide timely, accurate analysis and assessment and demonstrate consistency in their work outputs both internally, and externally.



QUALITY AND PROFESSIONALISM

The MFA has an exceptionally strong reputation in the marketplace and insists on a high standard of quality. Team members meet these high standards despite tight deadlines and complex requirements. They are committed to quality work and produce excellent results. They exemplify professionalism in all interactions with others, both internally and externally.

STRATEGIC THINKING

Strategic thinking is essential to team members' success at MFA. Team members understand the big picture of the organization's mission and vision and its impact in the marketplace, as well as the impact of his or her specific job role within the organization. They are discerning, and can be counted on to effectively solve problems and make good decisions. They express an ongoing interest in things, externally, that relate to their role. They stay current with the industry, marketplace and economic events and can communicate with stakeholders intelligently and knowledgeably.

ACCOUNTABILITY

MFA team members are accountable and take responsibility for their actions, owning mistakes and demonstrating initiative to solve problems. They step up and take on challenges when necessary. They follow through on commitments.

INITIATIVE

The MFA team is collaborative and requires team members to demonstrate initiative in their own roles. MFA team members are not passive – they constantly scan the internal and external environment and anticipate where they can be useful and effective, and take action accordingly. They are always on the lookout for more effective work processes and make constructive suggestions for improvements. They are prepared when opportunities arise and act without being prompted.

CONTINUOUS IMPROVEMENT

Industry and job knowledge are essential to job effectiveness. MFA team members stay current with the industry and marketplace and are consistently looking for ways to improve the way MFA does business. Creativity and innovation are encouraged and team members think in terms of desired outcomes, not just reactive, quick solutions. They strive to improve in their job outputs by seeking opportunities to increase knowledge and develop skill, personally and professionally, through both formal and informal means.