

Job Description
Quality Assurance Analyst
PCI Security Standards Council, LLC

Reporting directly to the Technical Director, the Quality Assurance Analyst will play a key role in the administration of Qualified Security Assessor (QSA), Approved Scanning Vendor (ASV), and Payment Application Qualified Security Assessor (PA-QSA) Quality Assurance program as well as contribute to other Council program initiatives. In this capacity, the Quality Assurance Analyst will use former audit experience to exhaustively review reports provided by assessors to their clients and work closely with these security vendors to resolve issues. For the purposes of quality assurance, the QA Analyst will also support all the Council's security standards – including the PCI Data Security Standard (PCI DSS), Payment Application Data Security Standard (PA-DSS), and PIN Entry Device (PED) Security Requirements – by contributing to various technical development projects and maintaining a robust quality assurance program.

Responsibilities

- Evaluate reports performed by PCI SSC approved security companies including PCI DSS Reports on Compliance (ROC), Approved Scanning Vendor (ASV) Scan Reports, and PCI PA-DSS Reports of Validation (ROV);
- Document and present QA findings to leadership and the PCI Security Standards Council;
- Provide status reports for consistent findings and proposed solutions;
- Interact with QSA, PA-QSA and ASV security professionals to confirm findings and resolve misunderstandings resulting from the review;
- Work in a team environment to analyze the QA test process and help develop procedural strategies for reviewing reports and services;
- Help ensure relevant test coverage and appropriate sampling;
- Participate as an integral part of the team, exhibiting ownership, follow through, initiative, awareness and effective communication with peers and management
- Continually learn, actively share knowledge and foster exchange of skills;
- Proactively identify opportunities to improve the quality of reporting and usability of that information;
- Contribute to newsletters, whitepapers and other written communication sent by the Council as needed;
- Perform ad hoc projects as required;
- Be willing to participate in minimal travel (up to 15%);
- Other duties as assigned.

Qualifications

- Minimum of 3+ years of hands-on security assessment, quality assurance, or PCI DSS experience;
- Industry certifications (such as CISSP, CISA, CISM);
- Bachelor's degree required;
- Understanding of information systems and networking diagrams;

- Experience evaluating the security infrastructure for large enterprise merchants or service providers;
- Working knowledge of the financial industry and the lifecycle of payment card transactions;
- Working experience with software development methodologies and practices;
- Working knowledge of audit methodologies and security assessment tools;
- Methodical and organized; able to manage multiple opportunities, projects, and partners concurrently;
- Excellent written and oral communication skills, can express thoughts clearly, knows how to listen and is able to contribute in a team environment;
- Able to multi-task and work independently with minimum supervision to meet firm deadlines;
- Flexible, proactive, quick to learn and possessing a can-do attitude;
- A blend of curiosity, creativity, persistence, commitment, passion and optimism.

Strong Preference given to those with experience:

- As a QA resource for a PCI DSS or CISP PABP project;
- As a PCI Qualified Security Assessor and/or CISP Qualified Payment Application Security Professional (QPASP)
- Evaluating various information systems, networks and/or payment applications
- Scanning networks for vulnerabilities such as an Approved Scanning Vendor (ASV)
- Testing and documenting software security lifecycle from development to deployment
- Demonstrating writing skills (e.g. QA reports, Report on Compliance (ROC), whitepapers, etc.)
- Demonstrating project management skills
- Working with a diverse group of security professionals with various roles and responsibilities
- Understanding the financial and payment card processing industries

Additional Information

Location: Work From Home

Position Type: Full-Time, Exempt

Salary: DOE

To Be Considered:

1. E-mail resume to secretariat@pcisecuritystandards.org. Use subject line "PCI SSC Quality Assurance (QA)"
2. Include cover letter & salary requirements