

CNYRTA/Centro Announcement of Vacant Position

Document Analyst (Syracuse)

DEPARTMENT: Administration, Central New York Regional Transportation Authority

STARTING SALARY RANGE: Grade 5 - \$54,267 to \$60,655

Note: Starting salary is determined by evaluation of experience and qualifications for the position and will be set at some point between the minimum and maximum of the pay scale.

JOB SUMMARY: This position is responsible for supporting all CNYRTA departments through producing and maintaining high-quality documentation including procedures, reference materials and forms. The ideal candidate will have a background in business administration, internal audit or related field. This position will report directly to the Document Manager (currently Director of Internal Control). Position is non-exempt.

MAJOR DUTIES:

1. Work with management to gather information and identify document needs and requirements
2. Develop, organize, write, and edit operational procedure documents and related materials such as flow charts, diagrams, forms etc....
3. Convert documents from various formats to Word, Excel, PowerPoint, Visio, Adobe, and format according to Company standards
4. Revise, proof-read and compare documents
5. Ensure that required follow-up is completed on time
6. Create and maintain document master files and network share locations
7. Understand and author procedures
8. Ensure protection of sensitive data
9. Participate in special projects and other duties as assigned

KNOWLEDGE AND SKILLS:

Education/Experience: Bachelor's degree in business, English or related field.

**In lieu of a bachelor's degree, candidates with 3-5 years of experience in Business Administration and Document Development may be considered.*

1. 1-3 years of experience in document writing or related experience
2. 1-3 years of experience in requirements gathering
3. In-depth experience and proficiency in MS Office, including styling
4. Familiarity with Adobe
5. Knowledge of the COSO Internal Control Framework (preferred)
6. Knowledge of transportation industry standards and practices (preferred)
7. Exceptional written communication ability
8. Strong analytical, problem-solving, inter-personal and organizational skills
9. Strong attention to detail
10. Excellent written and verbal communication skills; ability to translate information for clear understanding by cross functional audiences and management
11. Ability to perform independent research of relevant laws, regulations, policies, and procedures
12. Strong time management and prioritization skills are required for management of multiple projects
13. High degree of initiative and self-motivation
14. Ability to effectively interact and communicate with all levels of management

To apply for this position please complete an **In House Transfer Request Form** that is available from Danielle Raineri. **A current resume must also be attached to the form.** For individuals not currently employed by Centro, **applications must be submitted to Danielle Raineri** or go onto our website at www.centro.org and apply! All qualified applicants are encouraged to apply. CNYTRA reserves the right to select a candidate from within or outside the Company.

CNYRTA is an equal opportunity employer and drug free workplace.

Posted 09/07/2024

