

CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **Business and Data Analyst**

HOURS PER WEEK: Full-Time position

PRIMARY WORK LOCATION: Old Westbury, NY

SUMMARY OF POSITION

Primary Responsibilities

- Primarily perform analysis and manipulation of data on current databases
- Must be a critical thinker and able to research solutions
- Ability to perform some website development; ability to automate processes
- Coordinate implementation of systems and processes to meet user requirements; communicate with IT Manager regarding implementation activities and system changes to ensure feasibility
- Analyze data and information and take/recommend decisions based upon fact; entry-level to intermediate knowledge of SQL
- Ability to write effective reports, instruction manuals and system documentation
- Identify and learn appropriate software and hardware used and supported by the organization
- Ability to interface with customers (internal and external) and vendors/suppliers to resolve issues, mitigate risks, and realize opportunity

Qualification Requirements

- Entry-level to intermediate overall knowledge of the following but not limited to: SQL Databases; Visual Studio, C++, Java
- Critical thinker with a can do attitude
- Ability to gain responsibilities, manage projects and solve problems with minimal supervision
- Basic understanding of PC connectivity and troubleshooting network issues
- Some knowledge of SharePoint a plus
- Knowledge of Active Directory, Setting Group Policies and Permissions a plus, but not required
- Excellent written and verbal communications skills regarding systems

- Database/Software Development: Entry Level - 5 Years
- Technical Support: Entry Level – 5 years

- Maintain a valid driver's license and a record of safe operation of motor vehicle
- Willingness to travel to remote sites as necessary (Suffolk and Nassau County)

Salary Range

- \$45,000 - \$60,000

Benefits

- Medical, dental, vision, paid vacation and sick leave, paid holidays, 403(b) retirement plans with employer matching contribution

Please submit resume to: Employment@CCLongIsland.org

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