

**Pioneer Valley Transit Authority  
Job Description**

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**Job Title:** Grants Manager

**Position Location:** Administrative Offices

**Department:** Finance

**Reports To:** Chief Financial Officer

**F.L.S.A. Status:** Full time, Non-exempt

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**Position Summary:** Under general direction of the Chief Financial Officer, this position is responsible for performing all grants accounting and grants management functions; performing grants management oversight and coordination related to all capital projects; conducting periodic account analysis, reconciliation, and reporting; preparing inventory certification for the Federal Transit Authority (FTA); assisting in the preparation and publication of the annual National Transit Database (NTD); assisting with activities related to local assessments; and maintaining all related records and documentation in compliance with related regulations and established procedures.

**Essential Duties and Responsibilities:** Include the following. Other duties may be assigned by the Chief Financial Officer

*Perform Grants Accounting Function:* Maintain computerized grants accounting module in financial management system; evaluate and determines needs for each grant to ensure effective interfaces and integration of activities from various databases; develop, prepare and submits grant revision amendments and closeouts; prepare quarterly financial status reports for each federal grant as required by FTA and submit electronically through FTA's Transportation Electronic Award & Management System (TEAM); prepare and electronically submits Letter of Credit draw-downs for eligible federally funded expenses.

*Perform Grants Management Function:* Develop and maintain a program for the preparation, justification, and submission of funding grants; manage all grants received from funding sources; provide annual grant application and certification to MassDOT for grant-funded paratransit vehicles; assign grant and FTA activity numbers to all applicable expenses and track all grant balances.

*Perform grants management oversight and coordination related to all capital projects:* Maintain current status of grant funding and related expenses; provide assistance to department directors in the analysis of grant program/project performance and in the development of corrective measures as required; conduct grant program/project analyses to assist Project Managers; in conjunction with the A/P Accountant, monitor departmental capital budgets to ensure control of the Authority's expenditures; track receipt of funds and subsequent payments to vendors within prescribed federal guidelines; review purchase requisitions and payments against FTA approved contract budgets; identify problem areas and recommend corrective solutions; assist with identifying budget reprogramming requirements;

*Conduct periodic account analysis, reconciliation, and reporting:* Conduct periodic analyses of accounts to ensure accuracy of work; update fixed asset data by reconciling against related invoices; gather, analyze and interpret related information and conduct monthly and annual account closing and reconciliation activities in a timely manner; coordinate reporting of capital budget data for quarterly review, annual capital budget process and other reports as necessary; and prepare periodic reports to requesting parties.

Analyze financial information detailing assets, liabilities, and capital, and prepare balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected financial position for other managers.

Prepare inventory certification for the Federal Transit Authority (FTA).

*Serve as PVTA's DBE Liaison:* Perform all duties related to DBE Liaison as outlined in the DBE summary of duties.

Assist auditors as needed and prepare any necessary schedules or analyses as related to capital project revenue and expenses.

*Policy Manuals:* Responsible for creating/updating all policy manuals within your job area and coordinating those manuals with those of the entire finance staff and ultimately with the CFO for inclusion in the master Accounting Policies and Procedures Manual.

*Provide departmental assistance where needed:* Assist with special projects as needed; assist with periodic department audits by gathering requested information; and provide general support to other department staff when requested.

*Accounting Practices:* Maintain current knowledge of accounting practices as they relate to position and keep current with all department policies and procedures; adapt to changing departmental needs, new technologies/software, and all other initiatives that are consistent with ongoing quality improvement efforts.

*Maintain accurate filing system and record retention:* Maintain an orderly accounting filing system, electronic where possible.

**Perform other duties as required.**

**Education and Experience:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** Bachelors Degree from an accredited college or university in Accounting, Finance, Business Administration or a business-related field, and Five (5) to seven (7) years extensive and progressive experience in accounting including considerable experience dealing with Federal grants and FTA's Super Circular guidelines, or equivalent combination of education and directly related experience; demonstrated knowledge of Generally Accounted Accounting Principles (GAAP) & Governmental Accounting Standard Boards (GASB); excellent interpersonal skills including the ability to remain flexible when encountering tight time schedules; ability to effectively interact with internal and external constituents; strong communication skills, both written and verbal; ability to plan work efficiently, and organize, prioritize and manage multiple projects and priorities with accuracy and close attention to detail; must have demonstrated ability to work independently with minimal supervision, follow directions well and follow through with assignments until completed; demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze and reconcile financial data, and to make logical decisions using sound, independent judgment and common sense. Ability to meet strict deadlines and work extended hours when necessary; Strong presentation and organizational skills. Knowledge of contract administration, budget preparation, and accounting procedures.

**Computer Skills:** Strong computer skills, including data entry, word processing, spreadsheets and an awareness of automated financial reporting systems.

**Supervisory Responsibility:** None

**Preferred Qualifications:** Three to five years of grant accounting and grant management experience in public transit; knowledge of federal and state regulations and FTA reporting requirements as they pertain to grants accounting and grants management, or ability to become intimately familiar with these, and all other related regulations within 6-months of employment.

**DBE Experience:** Working knowledge of DBE regulations, practices and precepts (49 CFR Part 26) strongly preferred; DBE training is available for selected candidate who meets all other qualification requirements.

**Licenses and Certifications:** Certificate in grants management/accounting practices as they relate to FTA guidelines. Must have ability to become certified within 6-months of employment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. Regular use of basic accounting machinery such as calculator. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include vision, color vision, and ability to adjust focus. **Work Environment:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.