

**Pioneer Valley Transit Authority
Job Description**

Job Title: Grants Tracking Accountant	Position Location: Administrative Offices
Department: Finance	Reports To: Director of Finance
Salary Range: \$32.00 -\$36.00 per hour	F.L.S.A. Status: Full time, Non-exempt

Position Summary: Under the general direction of the Director of Finance, this professional accounting position serves as an essential member of the Finance Team and plays a key role in the tracking of grant funding for the PVTA. The Grants Tracking Accountant is responsible for the daily coordination of the grant accounting transaction cycle and is the primary liaison between the PVTA and grant providers. This position is responsible for performing a variety of accounting tasks related to grants, and coordinates accounting information related to capital project invoicing and reconciliation; conducts periodic account analysis and reporting; prepares inventory certification for the Federal Transit Authority (FTA); assists with preparation and publication of the annual National Transit Database (NTD); assists with activities related to local assessments; and maintains all related records and documentation in compliance with related regulations and established procedures. This is an on-site position.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned by the Director of Finance or designee.

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

Monitor and assign grants to related capital projects: Provide assistance to department managers 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; keep all internal financial-related tracking and reporting up to date including tracking spend-down of grant funds; in conjunction with the A/P Specialist, monitor departmental capital budgets to ensure control of the Authority's expenditures; manage day-to-day grant invoicing process including the creation and timely submission of grant invoices; track revenues and expenditures by funding source; 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. identify, document and communicate discrepancies and recommendations as appropriate. Prepare inventory certification for the Federal Transit Authority (FTA).

Assist with preparation and submission of grant funding requests: Assist Director of Finance with developing and maintaining a program for the preparation, justification, and submission of funding grants; oversee and carefully track all grants received from grant 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 and ensure grant balances and related expenses are accurately maintained to current status.

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, the annual capital budget process, and other reports as necessary.

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 periodic reports to requesting parties.

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

Policy Manuals: Responsible for updating and/or creating all policy manuals within your job area and coordinating new/updated manuals with finance staff and the Director of Finance for inclusion in the master Accounting Policies and Procedures Manual.

Provide departmental assistance where needed: Assist with special projects as needed; and provide general support to other department staff when requested; assists with periodic and year-end department audits by gathering requested information; assist auditors as needed and prepare any necessary schedules or analyses as related to capital project revenue and expenses.

The Grants Tracking Accountant must 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 and software, and all other initiatives that are consistent with ongoing quality improvement efforts. This position must also maintain accurate and orderly filing systems, including electronic filing where possible, and retain records according to record retention requirements.

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: A Bachelors degree from an accredited college or university in Accounting, Finance, Business Administration or a business-related field, at least Five (5) years of progressive experience in accounting with high level of understanding of accounting precepts. 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. 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: The following are preferred qualifications for this position. Three years of grants accounting and grant management experience in public transit; experience with Federal Grants and FTA's Super Circular; 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. Knowledge of contract administration. Working knowledge of DBE regulations, practices and precepts (49 CFR Part 26); DBE and/or other trainings in the *preferred qualifications* category are 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 be willing and able 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.

DBE Liaison Summary of Duties

The DBE Liaison works closely with the PVRTA's project managers and finance department to monitor capital construction project budgets through standard accounting and/or bookkeeping procedures. The DBE Liaison establishes and maintains such records and files as are necessary to maintain the DBE program for the PVRTA.

Essential DBE duties and responsibilities:

- Serves as the Disadvantaged Business Enterprise (DBE) advocate for the project managers by developing, implementing, and monitoring minority coordination with project managers. Will gather and report statistical data and other information required and working with appropriate departments and outside organizations to formulate overall minority participation goals, analyzing progress toward goal attainment, and identifying ways to improve progress.
- Manages, administers, monitors, and evaluates DBE programs to ensure they are consistent with Federal, State, and local regulations.
- Participates in bid and procurement processes, including reviewing contract specifications to identify potential contracting opportunities for DBEs.
- Develops PVRTA's annual goals for DBE participation.
- Serves as a DBE subject expert and provides consultation and analyses/ recommendations on DBE related issues.
- Maintains a directory of certified DBE businesses.
- Manages and maintains outreach programs for potential DBE businesses.
- Serves as PVRTA's DBE liaison for DBE applicants and firms, employees, transportation-related organizations and various community and business groups related to DBE programs.
- Consults with management and employees, representatives from organizations and groups, and the general public to give and/or secure necessary information regarding DBE programs.
- Investigates and resolves issues/complaints related to DBE programs.
- Performs PVRTA program responsibilities including work planning, budgeting, monitoring contracts, and responding to program responsibilities.
- Collaboratively works with PVRTA staff, consultants, contractors, and representatives of other agencies to identify DBE program compliance issues and needs and to develop solutions.
- Makes oral presentations of study findings/recommendations to management and/or boards and commissions as required.
- Attends community meetings to make contacts and build rapport with minority and women owned business constituents.
- Performs related duties as required.