



Worcester Regional Transit Authority

Grants and Compliance Manager Job Description

Summary:

The Grants and Compliance Manager is responsible for recording and reporting financial data, providing support to the WRTA management team, is responsible for writing grant proposals, obtaining funding, recording and reporting grant activity, and assisting all involved parties of the terms and conditions of the program. The Grants and Compliance Manager reports directly to the Deputy Administrator.

Duties and Responsibilities:

- Assisting the WRTA Deputy Administrator with various financial data projects using computer programs including Microsoft Word, Excel & Power Point, Microsoft Dynamics ERP, TransAM Asset Management, and the Federal Transit Administrations TrAMS and ECHO Systems. Duties include, but are not limited to:
 - Data entry
 - Account reconciliation
 - Source documentation maintenance
 - Asset tracking (TransAM)
 - Procurement process
 - Distribution of public properties
- Assists in developing and administering policies and procedures to ensure compliance with all State and Federal Regulations
- Helps develop budgets for grant projects
- Monitors the life cycle of capital projects for compliance with established milestones
- Prepares and files required Federal quarterly reporting (TrAMS)
- Maintain Federal drawdown procedure (ECHO)
- Prepare requisitions for MassDOT portion of grant programs
- Responsible for all aspects for the Disadvantaged Business Enterprise (DBE) program, including setting DBE goals, updating DBE plan as required, and recruiting DBE's to contract with WRTA. This position has direct access to the Administrator for these issues
- Safety and Security reporting
- Other duties that may be assigned from time to time

Educational and Other Requirements:

- Bachelor's Degree
- Possess a minimum of 2 years' experience in business, accounting, or transit experience equivalent
- Proficient with Microsoft office programs
- Must possess analytical skills and evaluation techniques
- Ability to communicate clearly and concisely
- Ability to manage multiple projects with close attention to detail
- Able to attend trainings and seminars pertinent to transit

Salary is commensurate with experience. We offer an excellent benefit package including health, life, and dental insurance as well as a 457b plan. Submit Resumes with Cover Letter to: Dennis Lipka, Administrator, Worcester Regional Transit Authority 60 Foster Street, Worcester, MA

WRTA is an Equal Opportunity/Affirmative Action Employer