



The Rhode Island Public Transit Authority (RIPTA) is recruiting **internally and externally** for the position of **Grant Specialist**. All applicable CBA's will apply when considering internal applicants.

**Position: GRANT SPECIALIST**

**Posting Period:** **January 5, 2022 through January 31, 2022**

**Note:** **Applicants who previously applied during the November 2021 posting period do not need to reapply. All previous applicant information is on file.**

**Posting Period:** November 1, 2021 through November 12, 2021

**Salary Range:** \$46,764.05 to \$58,455.06 Annum (Pay Grade 124)

**Reports To:** Chief Financial Officer (CFO)

**Union Affiliation:** Laborer's International Union of North America, Local 808 (LIUNA 808)

*This position is a Local 808 bargaining unit position and as such will be subject to the terms in the Collective Bargaining Agreement of the Rhode Island Laborers' District Council.*

**Summary of Position:**

Under general direction, responsible for the management of federal transit grants through their lifecycle including development, accounting, and reporting.

**Essential Duties and Responsibilities:**

1. Coordinates with CFO and Senior Financial Analyst to develop grant applications to obligate federal funds in accordance with budget projections and State Transportation Improvement Plan (STIP);
2. Works with various team members to track federal appropriations versus obligations in grants;
3. Completes Federal Financial Reports (FFR) and Milestone Progress Reports (MPR) when required by FTA along with any other assigned reporting;
4. Reviews requisitions for eligibility to specific grants and activity line items within those grants;
5. Tracks grant expenditures and coordinates with procurement as needed to ensure records are properly maintained;
6. Prepares and submits grant revisions, amendments, and closeouts as needed;
7. Assists with preparation of federal reimbursement request when needed;
8. Prepares and tracks billings to state agencies to access state matching sources;
9. Furnishes required information relative to internal and external audits of grant activities;
10. Maintains and prepares key performance indicators and analyses as needed to ensure RIPTA managers have relevant data on available funding and expenditure rates;
11. Prepares monthly reconciliation between grants system and the general ledger;
12. Ensures all files and tracking systems are updated regularly and will complete implementation of digital filing system;
13. All other job-related duties as assigned.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**Qualification Requirements:**

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.

**Basic Knowledge:**

- Demonstrated knowledge of Generally Accounted Accounting Principles (GAAP) & Governmental Accounting Standard Boards (GASB).
- Good interpersonal skills including the ability to remain flexible when encountering tight time schedules and to effectively interact with internal and external contacts.
- Ability to communicate effectively both verbally and in writing.
- 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.
- Advanced Excel skills, word processing, knowledge of databases, and financial systems required.
- Ability to meet strict deadlines and work extended hours when necessary.

**Education:**

- Must be a graduate of an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public Administration or a related field.

**Experience:**

- Minimum two years of grant administration or accounting experience is preferred.
- Experience with accounting/general ledger systems is helpful.
- Solid knowledge of Microsoft Office, particularly Excel.
- Excellent problem solving and time management skills.
- Ability to work well both independently and with a team.

**OR:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**Independent Action:**

- Ability to independently plan, organize, prioritize and manage multiple projects and priorities with accuracy and close attention to detail.
- Demonstrated ability to work independently with minimal supervision, follow directions well and follow through with assignments until completed.

**Supervisory Responsibility:**

None

**Selection Process:**

- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution as outlined under "Education" within the job posting;
- Applicant must provide RIPTA with copies of any licensure and/or certifications pertaining to the posted position;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations and disciplinary history;

**Interested applicants should submit their cover letter, resume, transcript/degree copies, certifications/licensure and RIPTA employment application to RIPTA's Human Resources Department no later than Monday, January 31, 2022. You may apply on-line at [www.ripta.com/careers](http://www.ripta.com/careers). Telephone calls will not be accepted regarding application status.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.