Job Summary:
This position is responsible for the timely administration and management of grant and procurement projects and programs.

Essential Duties and Responsibilities: Grant Administration
• Identify, apply for, administer, maintain and coordinate federal, state, and local grants in accordance to applicable regulations and guidelines.
• Audit, monitor and schedule reports of grant activities
• Provide timely information on funding opportunities, requirements, and procedures
• Work with funding agencies to determine possible reprogramming options
• Develop, monitor, and review complex financial calculations and reports
• Participate in internal and external reporting and audit processes
• Coordinate the development and submission of the Annual Capital Needs Assessment
• Coordinate the development and submission of the Annual TIP and any amendments
• Research, analyze and implement federal, state and local rules and regulations

Procurement Administration
• Conduct basic and complex procurements through completion including the award of agreements, contracts, purchase orders, change orders, and contract extensions
• Ensure that procedures associated with a contract are prepared and administered in accordance with the FTA, MDOT

DBE Liaison Officer (DBELO)
• Responsible for the DBE Program and updating the program as required • Submit the Triennial goal and Updated DBE program by the statutory deadline

Education and/or Skills:
Bachelor's degree in Accounting, Business or Public Administration, Supply-Chain Management, or related field of study. Prefer a minimum of four (4) years' experience working with public sector grant programs, purchasing, or senior level management. Public transit experience is preferred. Extensive knowledge of local, federal, state, and Federal Transit Administration (FTA) regulations, laws, guidance, policies, guidelines and procedures
• Strong interpersonal skills • Ability to maintain regular attendance and punctuality in order to maintain job redundancy for Administrative functions
• Ability to work cooperatively in a team-based environment.

Submit Resume to office@tcatabus.org Attention: Veronica Bragg

Grant Manager Procedures

The Grant Manager position creates a segregation of duties, maintains asset accurately and a process to prepare financial statements in accordance with generally accepted accounting principles. They will work with the Accountant to manage the assets and financial requirements of the Twin Cities Area Transportation Authority (TCATA). Includes the following duties

Financial Statements

1) Review recording, processing and summarize accounting data
2) Review reporting governmental funding and fund financial statements.
3) Review reconcile key balance sheet accounts and reports quarterly.
4) Review the preparation of Governmental Financial Statements including foot notes.

Asset Management

The assets will be tracked from the process used to purchase them to the date of disposal. TCATA is using the Federal Transit Administration Asset Management Module to track their assets. The module will Include the following information.

1) The assets will be procured using TCATA's Procurement Guidelines.
   a) Keep a file of documents use to make procurements.
   b) Will track assets depreciation.

2) Maintain an Asset Module update yearly with the following information:
   a) Identification Number
   b) Asset Category
   c) Asset Class
   d) Asset Name
   e) Make
   f) Model
   g) Number
   a) ID/Serial No.
   b) Asset Owner
   c) Acquisition Year
   d) Vehicle Mileage
   e) Photo
   f) Location
   g) Source of funds (grant number)
   h) Federal Share
   i) State Share
   j) Local Share
   k) Date Disposed
   l) Amount Received

3) Maintain a Vehicle list updated quarterly with the following information.
   a) Identification Number
   b) Make
   c) Acquisition Year
   d) Vehicle Mileage
   e) Federal Share
   f) State Share
   g) Local Share
   h) Total Cost
   i) Depreciation for each month
   j) Previous Year Accumulated Depreciation
   k) Current Year Depreciation
   l) Local Share of Depreciation

Reviewing, reconciliation, and internal control over financial statements and accounting procedures will insure the information needed by governmental agencies and to perform an annual audit will be accurate.

Inventory

A yearly inventory form will be given to the Maintenance Director. This inventory is for anything listed on our Asset Module. Asset Module is located in the administration X drive in the folder Assets. They will record if we have the inventory and its condition will be graded from 1(poor) to 5(excellent).

ECHO Process

The accountant will create an ECHO request using the FTA ECHO Payment Request Form request located in the X drive under ECHO and the financial information from Quickbooks. All the required documentation will be included with the form. This will be given to the Grant Manager.

Grant Manager will review FTA ECHO Payment Request form by looking at documentation and Quickbooks. Using the file Grant Management for ECHO draws located in the X drive under ECHO the request will be used to create a file for the fiscal year. It will be safe as example: Fiscal Year 2019. This will have all the line items listed for that fiscal year. The funds requested will be compared to the funds available on each line item. The funds will be recorded on the appropriate line item. Any funds remaining will be added to carry over funds.

After the Grant Manager reviews the ECHO draw it will be given to the Executive Director for review then given to the Office Manager to make the draw.