



**CENTRAL COUNTY TRANSPORTATION AUTHORITY  
invites applications for the position of:**

## ***Grants and Compliance Manager***

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**SALARY:** \$26.73 - \$38.44 Hourly  
\$55,601.00 - \$79,954.00 Annually

**OPENING DATE:** 04/05/17

**CLOSING DATE:** 04/18/17 11:59 PM

### **DESCRIPTION/DISTINGUISHING FEATURES:**

**Position Summary:** The **Grants & Compliance Manager** is a key contributing member of the administrative team who is responsible for developing, managing, and reporting on multi-million dollar federal/state operating assistance grants, all federal/state capital grants (e.g., vehicles, facilities, etc.), and other departmental programs as assigned. Additionally, this role provides financial, purchasing and other program oversight, guidance, and recommendations to the Deputy Director of Support Services and the Executive Director, management, and transit staff. Responsibilities also include management of financial, accounting and related activities, ensuring compliance with federal and state requirements.

### **EXAMPLES OF DUTIES:**

**Essential Functions:** A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Compile information for completion and submission of timely applications for local, state, and federal grants.
- Monitor and complete required reports for grant progress and compliance.
- Maintain full understanding of grant regulatory compliance requirements.
- Serve as a resource to other departments to understand their duties regarding regulatory compliance.
- Take leadership role in preparation and participation of the FTA Triennial Review and with other grant agency audits.
- Compile and prepare the Transportation Improvement Program (TIP).
- Manage multi-million dollar federal/state operating assistance grants including developing operating and capital budget/grant requests and implementation plans, managing annual and reserve federal appropriations balances to ensure compliance, oversees federal and state grant management compliance, including all regulatory and reporting requirements.
- Develop a trusting and productive working relationship with external government organization at the state level, such as MDOT, and at the federal level, including FTA.
- Serve as the Disadvantaged Business Enterprise Liaison Officer (DBELO) on behalf of the organization to include: develop and maintain the DBE program, develop the triennial DBE goal, and assist staff with effective outreach to eligible DBE vendors.
- Promote transparency and champion strong multi-directional communication.
- Collaborate with management to develop and support a strong succession-planning program within the organization.
- Supervisory duties as the organization may need.
- May perform other duties, as assigned.

## **ESSENTIAL QUALIFICATIONS:**

### **Position Requirements:**

- Bachelor's degree in finance, accounting, business administration or equivalent education/experience.
- Minimum of five (5) years of experience in governmental accounting with progressive management responsibilities.
- Excellent knowledge of federal, state and local financial regulations requirements of regulatory agencies, specifically those related to public transit organizations.
- Excellent knowledge of accounting and business information systems.
- Excellent knowledge of accounting, budgeting, and business finance best practices.
- Excellent decision making, problem-solving, and analytical skills.
- Ability to deal with sensitive and confidential information.
- Ability to develop and nurture strong, productive relationships with all levels within the organization, respecting established processes and fostering an environment of mutual respect.
- Strong organizational, multi-tasking and prioritizing skills.
- Strong, clear communicator with a dedication to transparency, integrity, and ethical behavior.
- Strategic visionary who can help map the organization's future; knowledge of current and developing best practices in accounting and finance.
- Demonstrates a sense of urgency, prioritizes well, shows energy, responds to opportunities, instills urgency in others, and meets deadlines.
- Excellent experience with Microsoft Office applications, specifically Excel.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://kmetro.com>

530 North Rose Street  
Kalamazoo, MI 49007  
269-337-8446

Position #17-0005  
GRANTS AND COMPLIANCE MANAGER  
JD

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