



Employment Opportunity

Transportation Grants Coordinator - Department of Public Works

\$21.11 hourly salary (Grade C11)

40 hour position with a full benefit package

Apply By: Monday, January 22, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES Perform fiscal duties related to the transit system for Carroll County and the administration of transportation grants. Ensure fiscal accountability while providing financial management of multiple funding sources in compliance with Federal, State and local laws, regulations, and policies.

ESSENTIAL TASKS include the following; other duties may be assigned

1. Perform Maryland Transportation Administration (MTA) grants administration
2. Prepare Annual and Transportation Development Plans/Applications in coordination with associated public meetings, funding analysis, and capital projects
3. Research and prepare grant applications for transportation operating and capital programs
4. Construct complete and accurate reports, spreadsheets, surveys, audits, reimbursement requests, and other complex accounting and financial documents, as per specified deadlines
5. Act as liaison between the County, the transit service provider, and the transportation software provider
6. Interpret and apply fiscal regulations to ensure compliance with Federal, State and local regulations
7. Prepare, maintain and reconcile schedules, statistical tables, adjustments, journal entries, reports and correspondence
8. Prepare, audit, analyze, and evaluate financial records for changes in services, operations, and responsibilities as outlined in the Annual and Transportation Development plans
9. Prepare monthly, quarterly and annual documents for and participate in the MTA and Federal Transportation Administration audits
10. Monitor and maintain accurate financial records and identify, correct, or alert management to problems or errors
11. Establish, organize and maintain paper and computer records in file systems
12. Perform related duties as to specific assignments
13. Any employee may be identified as Essential Personnel during emergency situations.

EDUCATION AND EXPERIENCE

1. Bachelor's Degree with courses in Accounting, Business Administration or related field preferred
2. Five years experience in accounting and/or grants management experience *
* A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

Apply on-line: cgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 1/6/16
(18-61)**

Carroll County is an equal opportunity employer