

## Job Description

<b>Job Title:</b>	Transit Grants Management Supervisor
<b>Job ID:</b>	120269
<b>Date Closed:</b>	09/09/2015
<b>Business Unit:</b>	Charlotte Area Transit System
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

---

[Apply Now](#)

[Return to Previous Page](#)

---

### General Summary

This is a senior level position responsible for the management functions associated with grants that CATS receives from Federal and State government and other stakeholders. Charlotte Area Transit System (CATS) is the largest Federal grant recipient in the City of Charlotte. The position supervises a professional staff of financial/accountant positions and reports to CATS Grants and Debt Manager.

### Major Responsibilities

Coordinates development, execution, usage and reporting of grants in compliance with applicable laws and regulations and in coordination with stakeholders, including project and budget/finance staff. Specific duties include, but are limited to the following:

- Development of accurate grant applications in stakeholder systems (where applicable) in coordination with a variety of staff resources
- Responsibility for fiscal integrity of grant related documents, track the accuracy/eligibility of grant expenditures; application and proper accounting/reconciliation of receivables
- Coordination with City Departments on interfaces with accounting and general ledger activity
- Monthly, quarterly and other required reporting on grant activity for management and stakeholders
- Compliance with City accounting processes and systems
- Policies and procedures relative to all grant types and activity
- Participation of relevant training and other types of forums to enhance professional and technical knowledge of grant management
- Supervision of a professional staff

### Knowledge

- Applicable Federal, State and local laws, codes, rules and regulations
- Public agency accounting and finance principles
- Project and construction management practices
- Federal and State appropriations processes
- Required financial controls and procedures

### Qualifications & Experience

Requires a Bachelor's degree earned from an accredited four-year college or university; MBA/MPA preferred. Requires five (5) years of direct experience in complex financial analysis. Knowledge of Federal Circular 5010.1d, Federal Management Systems and program circulars is a plus. Requires two (2) years of progressive supervisory experience. Must be able to read, interpret, analyze and recommend effective solutions with respect to grants and contracts. Requires strong computer skills,

How to Apply:

Applications must be submitted online. A separate resume and cover letter can be emailed to: [gmyers@charlottenc.gov](mailto:gmyers@charlottenc.gov).

#### Conditions of Employment:

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. Some positions may require the ability to obtain a City Driving Permit. Candidates may also be required to pass a physical examination, polygraph exam, other skill evaluations and background check screens.

The City of Charlotte is an Equal Opportunity Employer.

---

[Apply Now](#)

[Return to Previous Page](#)

---