



Virginia Railway Express

JOB DESCRIPTION

TITLE: ACCOUNTANT I [GRANTS]

GRADE: M [SALARY RANGE \$45,276.21 THRU \$75,159.51]

FLSA STATUS: NON-EXEMPT

GENERAL DESCRIPTION

Works under the direction of the Accounting Supervisor performing various financial accounting activities required for the Virginia Railway Express (VRE). Duties include, but are not limited to: performing the day to day review, analysis, grant reimbursement processing (accounts receivable), creating and entering grant revenue and receivable journal entries, monthly and annual general ledger account review and reconciliation and general grant activity tracking.

SCOPE OF DUTIES

- Performs review of State and Regional grant funded payments and support documents in order to prepare, submit and account for grant funding accounts receivables. Reviews support to ensure compliance with grant agreement and regulatory requirements. Prepares grant reimbursement package for submission to funding partners. Acts as primary point of contact with funding partners regarding submitted reimbursement requests and payment dates. Advises management when reimbursement payment receipts are expected.
- Performs accounting related duties involving State and Regional Grant accounting, including compiling, analyzing, and reconciling financial information, posting grant revenue and accounts receivable journal entries to the general ledger. Generates, reviews, investigates and reconciles periodic grant reports, and performs general ledger corrections as needed. Prepares, records, and posts required monthly and year-end journal entries and maintains accurate, auditable detailed accounting records for the general ledger account system and in supporting excel documents.
- Assists in the year-end audit process through the preparation and review of audit schedules and account analyses in support of the Accounting Supervisor. Additionally, provides documentation and support for periodic State and Federal grant-related audits. Prepares schedules and supporting documents for periodic Financial Management Oversight reviews and compliance review audits by Federal and State funding agencies; answers auditor's questions to demonstrate compliance with governing guidelines and regulations.

- Maintains detailed, accurate and auditable records of all grant-related activities and schedules, including electronic copies of grant reimbursement submissions and related documentation, copies of journal entries and support, reconciliation and audit schedules, and the Grant Master Tracking document. Reports to the Accounting Supervisor, Project managers and external grant funding partners as needed in relation to their areas of function.
- Coordinates with NVTC, NVTA, PRTC and staff within VRE on eligibility of activities for grant reimbursement and status of reimbursement requests. Communicates with VRE project managers as needed on grant-related issues and investigations regarding their projects, funding sources and expenditures, and support documents. Raises issues of concern to VRE accounting management.
- Enhance and improve the grant accounting process by making improvements to the various excel-based tracking and reconciliation documents, improving accuracy and accountability. Supports the accounting division during implementation of the Enterprise Resource Planning (ERP) system.
- Attends monthly Construction-In-Progress (CIP) meetings to ensure grant staff is aware of current and pending issues involving current and future grant funded projects.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted principles and practices of accounting, including FASB, GASB, and GAAP.
- Strong knowledge of Accounts Receivable and Grant funding agreements, with the ability to apply accounting policies and analyze transactions.
- Ability to prepare complex accounting entries and perform high level analyses of difficult financial issues.
- Ability to reconcile general ledger accounts to ensure prompt and timely processing of entries and receipt of grant funding receivables.
- Ability to prioritize several activities in progress at one time, and to establish and follow detailed work procedures and meet regular deadlines.
- Ability to work effectively with minimal supervision, prioritize multiple tasks, perform independent analysis and problem-solving, and work in a fast-paced, high volume environment.

- Ability to accurately organize and maintain extensive paper documents and electronic files.
- Demonstrates excellent verbal and written communication skills.
- Demonstrates excellent accuracy and attention to detail.
- Proficient on Enterprise Resource Planning (ERP) systems.
- Ability to use a personal computer and related software applications; Microsoft Office Suite applications including Excel, Word, and Outlook.

MINIMUM QUALIFICATIONS

- Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree in accounting or a related field in addition to five (5) years of professional-level accounting experience is required. A master's degree in a related field and/or CPA certification may substitute for two (2) years of experience.
- Two (2) years direct experience working with Grants, Grant agreements, grant reimbursement invoicing and grant-related accounting, preferably in a transit or other, similar, governmental entity, is preferable.
- Must be open to working the flexible hours demanded by a transit operation environment.

*The statements in this job description are intended to describe the **general nature and level of work** being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

VRE is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. VRE is committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment.