



Job Announcement

POSTED NOVEMBER 17, 2021

Grants Accountant

The Virginia Railway Express (VRE), a growing commuter rail operation connecting Washington, D.C. with Northern Virginia, and surrounding counties, is in need of a Grants Accountant, an experienced professional who will perform various financial accounting activities, to including performing the day-to-day review, analysis, and grant reimbursement processing (accounts receivable). This position reports to our Headquarters located in Alexandria, VA.

Position Description

The Grants Accountant creates and enters grant revenue and receivable journal entries, monthly and annual general ledger account review, and reconciliation and general grant activity tracking.

Minimum and Preferred Qualifications & Experience

Minimum

- Any combination of education and experience equivalent to a Bachelor's degree in accounting or related discipline
- Demonstrated success performing job duties and responsibilities directly related to those of position
- Experience successfully performing work related to grants, grants agreements, grant reimbursement invoicing and grant-related accounting
- Experience effectively presenting information both orally and in writing to a wide range of audiences
- Proficiency using technology and systems, and tools to include Microsoft Office, Outlook, and accounting software

Preferred

- Bachelor's degree from an accredited college or university in accounting or related discipline
- Prior experience effectively using enterprise resource planning (ERP) system software
- Public sector/transportation/rail experience

Essential Job Duties and Responsibilities

- Reviews state and regional grant funded payments and documentation to prepare, submit and account for grant funding accounts receivables (AR); ensures compliance with grant agreement and regulatory requirements; prepares grant reimbursement package for submission to funding partners, serving as primary point-of-contact regarding submitted reimbursement requests and payment dates; and advises management when reimbursement payment receipts are expected
- Performs accounting-related duties involving state and regional grant accounting to include compiling, analyzing, and reconciling financial information; posting grant revenue and accounts receivable journal entries to the general ledger; generating, reviewing, investigating and reconciling periodic grant reports; performs general ledger corrections as needed; prepares, records, and posts required monthly and year-end journal entries; and maintains accurate, auditable, and detailed accounting records for the general ledger account system
- Assists in the year-end audit process by preparing and reviewing audit schedules and account analyses; 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 reviews; responds to auditor questions, demonstrating compliance with governing guidelines and regulations

- Maintains detailed, accurate, and auditable records of all grant-related activities and schedules to include electronic copies of grant reimbursement submissions and related documentation, journal entries and support, reconciliation and audit schedules, and the Grant Master Tracking document; collaborates with the accounting supervisor, project managers, and external funding partners as needed relative to their respective functional areas
- 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, raising issues of concern to VRE accounting management
- Enhances and improves the grant accounting process by making improvements to the various excel-based tracking and reconciliation documents, improving accuracy and accountability
- Attends monthly Construction-In-Progress (CIP) meetings to ensure grant staff are aware of current and pending issues involving current and future grant funded project
- Maintains a healthy and safe working environment
- Performs other duties and responsibilities as assigned

For Consideration

Qualified candidates interested in applying should submit the following to hr@vre.org or 1500 King Street, Suite 202, Alexandria, VA 22314, no later than Close of Business, December 3, 2021:

- **Professional Cover Letter**
- **Resume** detailing relevant knowledge, skills, abilities, and qualifications relative to required (minimum) and preferred, education and experience
- **(3) Professional References** (to be contacted if selected as a finalist), to include name, relationship, email address as well as phone #

Salary and Benefits

This is a full-time position offering a competitive salary and outstanding benefits (health, dental, vision, life, disability insurance, VRS Retirement, ICMA Supplemental with \$25 match, access to pre-tax childcare and health flexible spending plans, annual and sick leave, 13 holidays, as well as free parking, transportation on our trains, or transit benefits). In addition, VRE offers opportunities for continuing professional development and training.

Projected hiring range: \$55,418 thru \$70,000, depending upon prior experience and education.

VRE's Mission Statement

The Virginia Railway Express (VRE), a joint project of the Northern Virginia Transportation Commission and the Potomac and Rappahannock Transportation Commission will provide safe, cost effective, accessible, reliable, convenient, and comfortable commuter-oriented rail passenger service. VRE will contribute to the economic development of its member jurisdictions as an integral part of a balanced, intermodal regional transportation system.

The Virginia Railway Express
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 Alexandria, VA 22314
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