



Grant and Procurement Coordinator

BSOOB Transit is seeking a computer savvy, organized professional with effective communication skills who has the ability to multi-task, work within set deadlines, and have the desire to work as part of a team.

Position Summary:

The Grant and Procurement Coordinator is responsible for the administration of BSOOB Transit's federal, state and local grant funds, and will work to ensure compliance with all funding program requirements. This role will also support agency procurement activities and implementation of resulting contracts.

Duties and Responsibilities:

- Oversees the agency's grant activities and reporting using MS Excel and MUNIS, a financial management system.
- Monitors financial status of grant awards and tracks receipt of grant revenues, ensuring compliance, accuracy and timeliness.
- Prepares grant applications and all associated progress reports, on quarterly/annual basis as required. For FTA related grants, prepares and submits grant milestone reports in the transit award management system (TrAMS).
- Identifies, and researches grant opportunities from various sources to support the agency.
- Manage aspects related to procurement and grants, including call for proposals, collection and analysis of information, and notification on results. Also includes management of grant funds.
- Prepares solicitations that adhere to agency procurement procedures and Federal/State guidelines. Reviews bids and proposals.
- Oversee and update the processing and monitoring of procurement contracts and grants, and ensure that these contracts are accurately recorded to support forecasting, budget tracking and reporting.
- Maintain up-to-date knowledge of local government and FTA requirements related to procurement and grants and ensure compliance with relevant rules and regulations.
- Assist in ensuring that financial management and reporting practices fully align to FTA & Maine DOT.
- Support for all agency audit requirements; as directed by the Finance Manager.
- Provides assistance with monitoring and implementing special projects (e.g., construction and consultant contracts, capital acquisitions, change orders).



Position Qualifications:

- A Bachelor's Degree or equivalent with major coursework in finance, accounting, business administration, public administration, or a closely related field.
- Four years of professional finance or analyst experience; operations, procurement, transportation, or project management experience preferred or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Knowledge of federal, state and local grant requirements and procedures.
- Strong understanding of finance and accounting is preferred, as well as proficiency in procurement and grant management software and Microsoft Office software.
- Ability to meet tight deadlines and to work under pressure.

Knowledge, Skills, and Abilities:

- Advanced Microsoft Excel proficiency, including the ability to use and create formulas and pivot tables
- Intermediate to advanced proficiency in the other Microsoft Office programs, including Word, PowerPoint, and Outlook
- Strong organizational skills and attention to detail
- Strong oral and written communication skills in a variety of settings
- Ability to use sound judgment to make decisions
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow up on assignments with minimal supervision
- Desire to help improve processes and organize financial data
- Desire to learn and grow professionally

Physical Requirements and Environmental Factors:

- Work is frequently conducted in an office or similar indoor environment Incumbent may sometimes be in a street, warehouse, shop or operating station environment
- Occasional standing, walking, crouching, kneeling, pulling and pushing.
- Occasional lifting and carrying objects.