

**Date Posted:**  
**04/13/2022**

**Job No: 2022-4711**

**FORT BEND COUNTY**  
**DEPARTMENT: PUBLIC TRANSPORTATION**  
**JOB TITLE: GRANTS & BUDGET MANAGER**

**JOB SUMMARY:**

Responsible for overall management of grants, direction and coordination of all budget activities and supervision of relevant processes and staff within the department. Participates in planning of programs, policies or objectives for own work group and department.

**DUTIES & RESPONSIBILITIES:**

Assists Finance & Administration Manager with the preparation of the Annual County Budget. Prepares grant applications, including special projects and discretionary grant applications, program worksheets and other required materials. Manages County and departments grant budgets. Monitors, identifies and processes budget revisions. Oversees open commitments and available budget funds to ensure timely spending. Oversees and ensures administrative staff is informed of changing grant activities or cost allocations. Responsible for the preparation and submission of various monthly, quarterly and annual grant reports, financial and milestone reports. Reviews and approves monthly credit card bank account reconciliation. Continually monitors general ledger activities and ensures expenses are allowable, revenues have been allocated to the appropriate grants and all transactions reconcile to Lawson and agency records. Prepares and submits Grant Reimbursement requests are submitted promptly and according to grant guidelines. Researches and interprets Federal, State and Local rules and regulations to effectively develop, implement and oversees the financial processes of the department. Responsible for ensuring the department complies with the grants and financial management of the annual certifications and assurances as required under 49 USC Chapter 53 as well as compliance with applicable federal registers or circulars related to active or potential grant funds. Responsible for Financial Management and Technical capacity areas of the Federal Transit Administration Triennial Review. Responsible for actively participating in Fort Bend County's Comprehensive Annual Financial Report and the Federal and State Single Audits. Assists with the development, implementation and maintenance of the Automated Fare Collections System. Assists with developing standard operation procedures to validate financial transactions, establishing procedures in place to monitor and reduce fraud or loss, and works closely with the ITS Manager to ensure the AFC system interfaces with all other back-office systems. Ensures adequate internal control, compliance, and efficiency of day to day activities. Oversees and ensures administrative staff is submitting invoices and collecting revenues promptly and in accordance with County Auditor rules and regulations. Directly supervises administrative staff and assigns, takes, provides training, guidance and direction as needed to ensure workflow efficiency. Approves time off requests, reviews and approves timesheets. Participates in the selection of assigned staff and trains staff in their areas of work including methods, policies and procedures. Identifies, recommends and coordinates enrollment in training courses, seminars or other in-service programs to assist staff in improving work performance. Conducts employee performance appraisals. Investigates, prepares, conducts disciplinary and/or termination actions as required. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

**REQUIREMENTS:**

Bachelor's Degree in Finance, Accounting, Business or related field. Four years job related experience. Transportation experience preferred. 10-key by Touch; Proven proficiency with both oral and written communication skills. Strong math and/or accounting and management skills. Organizational skills and the ability to complete multiple tasks a must. Strong interpersonal skills and the ability to deal effectively with the public, other employees and elected officials.

**SALARY RANGE:** Professional/Management – Exempt - Grade 12, \$57,357.36 - \$69,091.92 annually based on qualifications

**CLOSING DATE:** Upon filling position

**All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS).  
Full-time employees also enjoy a wide-range of great benefits.**

Fort Bend County is an equal opportunity employer, committed to non-discrimination in employment on any basis including race, color, religion or creed, sex, sexual orientation, gender, gender identity, gender expression, pregnancy status (including childbirth and related medical conditions), national origin, ethnicity, citizenship status, age (40 and over), physical or mental disability, genetic information, protected military and veteran status, political affiliation or beliefs, or any other classification protected by state, federal and local laws, unless such classification is a bona fide occupational qualification.

For more information on Fort Bend County's Title VI / Nondiscrimination Statement, visit [www.fbctx.gov/comply](http://www.fbctx.gov/comply)

**To be considered for employment, all interested candidates must complete the required Fort Bend County online employment application located at [www.fortbendcountv.jobs](http://www.fortbendcountv.jobs)**