

**Company: Gateway Development Commission**  
**Job Title: Senior Project Management Specialist**  
**Location: New York/New Jersey**  
**Date: March 24, 2023**  
**Job ID: 5-002**

### Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly motivated Senior Project Management Specialist to join our team. As part of the Program Office, you will be responsible for providing interface support between the GDC Program Office and Finance Office, tracking, and analyzing project budget utilization, and developing strategies to maximize federal reimbursement of project expenses. The successful candidate will be part of the grant compliance and administration team, helping to develop the processes and procedures to administer and comply with federal grant and other requirements.

### Essential Functions

1. Provides interface support between the GDC Program Office and Finance Office.
2. Tracks budget utilization on the project.
3. Prepares reports for internal project management and external stakeholders.
4. Tracks contract utilization and spending.
5. Develops, in consultation with finance advisor, design and construction spending curves.
6. Reviews, edits, and updates required state and federal reports relating to budget and funding.
7. Prepares journals and required budget documentation to support maximum federal reimbursement of expenses.
8. Reviews, analyzes, and receipts departmental invoices to ensure timely payment.
9. Provides day-to-day counsel to project managers on all internal/external funding aspects that may affect the project.
10. Analyzes project scope, budget, and cash flow projections to make recommendations relating to funding sources.
11. Other duties as required.

### Job Requirements

- Baccalaureate Degree in Public Administration, Business Administration, Finance, Accounting, or related area and.
- Three (3) years of progressive experience in capital projects, including administration of both state and federal funding sources, reports, and budgets.
- Excellent written and verbal communication skills.
- Experience working with financial reporting and databases.
- Knowledge of state/federal transportation policy is desirable.

### Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

*The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title “Senior Project Management Specialist” in the subject line.