

Company: Gateway Development Commission

Job Title: Project Management Specialist

Location: New York/New Jersey

Date: January 16, 2024

Job ID: 5-007

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly motivated Project Management Specialist to join our team. As part of the Program Office, you will be responsible for assisting the Senior Project Management Specialist with 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 execute the processes and procedures necessary to comply with federal grant and other requirements and obligations.

Essential Functions

- Tracks budget utilization on the project.
- Assists in the preparation of reports for internal project management and external stakeholders.
- Assists in the tracking of contract utilization and spending.
- Drafts, edits, and updates required state and federal reports relating to budget and funding.
- Assists with preparing journals and required budget documentation to support maximum federal reimbursement of expenses.
- Reviews, analyzes, and receipts departmental invoices to ensure timely payment.
- Supports the Senior Project Management Specialist in providing day-to-day counsel to project managers on all internal/external funding aspects that may affect the project.
- Analyzes project scope, budget, and cash flow projections to make recommendations relating to funding sources.
- Performs reconciliations as needed.
- Other duties as required.

Job Requirements

- Baccalaureate Degree in Business Administration, Finance, Accounting, or related area.
- A minimum of two (2) 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.
- Advanced knowledge of Microsoft Office programs (Excel, PowerPoint, Word, etc.) preferred.
- 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 with the job title “Project Management Specialist” in the subject line.