

**Company: Gateway Development Commission**  
**Job Title: Grant Billing and Accounts Receivable Manager**  
**Location: New York/New Jersey**  
**Date: February 27, 2024**  
**Job ID: 6-007**

**Summary of Responsibilities:**

Under the guidance of the Comptroller, the Grant Billing and Accounts Receivable Manager provides oversight for all grant and contract invoicing, reporting, and related billing compliance for GDC.

**Essential Functions:**

1. Provide leadership, guidance, and operational structure to the grant billing functions.
2. Manage and oversee the grant billing and drawdown schedule.
3. Partner with GDC senior management to set up, implement, manage, and close out grant financial activities in alignment with GDC and Federal Transit Administration (FTA) standards and requirements.
4. Assist with maintaining and improving systems for grant compliance.
5. Provide oversight and strategy on grant billing and reporting processes.
6. Work with the GDC Project Managers to supervise the management of grant expenditure tracking data for the Finance department.
7. Work with the Comptroller on Accounts Receivable management, analysis, and reconciliation of revenue accruals and deferred contract revenues.
8. Resolve complex funding issues and assist other grants finance staff with troubleshooting these matters.
9. Monitor federal contracts for fiscal compliance by maintaining expertise on federal agencies' funding requirements.
10. Assist the Director of General Ledger and Financial Reporting with developing, implementing, and managing cost allocation schedules and staffing position control logs.
11. Work closely with program Directors and Accounts Payable to help bridge gaps between program and Finance.
12. Support the Comptroller with efforts to collect on aged receivables.

**Job Requirements:**

- Bachelor's degree in business or accounting, or related field.
- At least five years of experience of federal and state grant billing experience.

- Experience with The Federal Transit Administration’s Transportation Award Management System (TrAMS) and Electronic Clearing House Operation – Web (ECHO-Web) systems.
- Proficiency with Microsoft office programs.
- Experience with Oracle Project Accounting applications is preferred.
- Must be detail oriented.
- Must possess analytical skills and evaluation techniques.
- Ability to communicate clearly and concisely.
- Ability to manage multiple projects with attention to detail.

### **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 “Grant Billing and Accounts Receivable Manager” in the subject line.