
PROCUREMENT AND GRANTS COORDINATOR

\$52,260 - \$83,616 ANNUALLY
PLUS EXCELLENT BENEFITS

The Palm Beach TPA is seeking an outstanding administrative professional to join the team responsible for collaboratively planning, prioritizing and funding the transportation system of Palm Beach County, FL.

The Position The Procurement and Grants Coordinator ensures seamless financial performance for the Palm Beach Transportation Planning Agency (TPA) by providing procurement, bookkeeping and accounting services.

Primary responsibilities include procurement, payroll processing, budgetary and accounting functions, grant management, travel and mileage reimbursement, management of petty cash, report creation and monitoring, record keeping, and performing other tasks as detailed at PalmBeachTPA.org/jobs.

Work is performed with a high degree of independence under the supervision of the Chief Financial Officer.

Candidates Successful candidates will have two (2) or more years of experience in purchasing, bookkeeping or related work and a Bachelor's Degree in finance, business, public administration or a related field or an equivalent combination of education and experience, and will pass a financial skills test.

Ideal candidates will:

- Be familiar with governmental procurement regulations, accounting and financial reporting, accounting systems and internal controls;
- Be knowledgeable of bookkeeping, auditing, budgeting, fiscal record keeping, financial reporting, and fund organization;
- Be able to follow established processes and report results, analyze data and draw logical conclusions, analyze transactions and reports, make appropriate correcting entries, and perform a wide variety of financial/accounting duties;
- Be skillful using computer systems including Quickbooks and/or other accounting software programs, Microsoft Office Suite and Adobe Acrobat;
- Be committed to effective working relationships with people of diverse cultural and linguistic backgrounds without discrimination; and
- Have experience working with a Metropolitan Planning Organization.

Benefits The TPA offers a competitive salary and excellent benefit package including ample paid leave and TPA-funded insurance, retirement, transportation and tuition reimbursements.

About the TPA The TPA is the federally designated Metropolitan Planning Organization for Palm Beach County, Florida, providing the forum that brings county commissioners, city officials, seaport commissioners and transportation professionals together to implement a safe, efficient, connected, and multimodal transportation system. *Come join our team!*

To Apply Applicants must submit a cover letter, resume and completed application (available at PalmBeachTPA.org/jobs) to humanresources@PalmBeachTPA.org.

**Detailed Duties &
Responsibilities**

- Administer and implement the TPA's procurement process.
 - Record, validate, and process accounting transactions according to TPA processes and policies.
 - Monitor contracts with consultants, vendors, and service providers.
 - Validate timesheet records and process payroll.
 - Process travel and mileage reimbursement requests.
 - Assist the CFO with grant management and compliance.
 - Assist the CFO in preparing the TPA's budget.
 - Create reports and monitor for errors and accuracy.
 - Scan, file, and digitally convert financial documents.
 - Administer the TPA's petty cash account.
 - Perform other related work as required.
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