



Washington Metrorail Safety Commission (WMSC) currently has an opening for a full time **Business Operations Manager**.

The WMSC is the designated State Safety Oversight Agency (SSOA) responsible for overseeing the safety of the Washington Metropolitan Area Transit Authority (WMATA) Metrorail system, which operates rail transit in Maryland, D.C., and Virginia. The WMSC is responsible for implementing a program in compliance with federal and other applicable regulations.

Position Overview

This position serves as the overall coordinator for activities pertaining to the functioning of WMSC's internal processes to support its mandated role of State Safety Oversight of WMATA Metrorail. This position will be supervised by the CFO and be based in Washington, DC. This position will be responsible for assisting the CFO in organizing and managing activities performed by the WMSC.

The Business Operations Manager is also responsible for routine activities in ensuring all administration electronic record keeping is in order. This includes but is not limited to contracts, invoices, purchase orders, and solicitation documents.

Responsibilities

- Assist the CFO in conducting all aspects of administering grants, including preparing grant applications, quarterly milestone reports, overseeing quarterly financial reporting, and conforming to new requirements issued by FTA. This includes maintaining all records and documentation pertaining to FTA grants.
- Ensure all requirements pertaining to the Disadvantaged Business Enterprise (DBE) requirements are met and bi-annual DBE reports are filed accurately and timely.
- Assist in the gathering of materials to support the CFO in the annual independent audit process.
- Be aware of upcoming third-party audits of areas such as insurance and facility inspections.
- Serve as the lead on presentation preparation, including building presentations and troubleshooting meeting logistics.
- Responsible for ensuring materials in support of meetings are assembled in an organized, standardized form.
- Coordinate meeting requests and other administrative communications.
- Assist the CFO in coordinating the entire fiscal year budgeting process, gathering materials in support of it, and ensuring the steps that follow such as invoicing jurisdictions are performed within the timeframes described in various agreements.
- Ensure the timely processing of invoices, obtaining approvals per the internal controls in place. Coordinate with billing software company when changes and enhancements are needed. Contact vendors when invoice questions arise.
- Ensure the timely preparation of purchase orders based on the internal controls
- Handle front office activities including interfacing with the property management, alerting the Executive Team about needed updates to preparedness, policies, or physical configuration of the office. Process mail and respond to calls on the main office line.
- Oversee and track contract budgets and alert procurement personnel when budgets are near depletion.
- Assist accounting in providing bank reports, credit card expenses, and employee expense reports.
- Assist in onboarding new employees.



Knowledge, skills and abilities:

- General understanding of the common terminology used in State Safety Oversight organizations
- Excellent English-language written and verbal communication skills
- Ability to observe, receive, and otherwise obtain relevant information regardless of source
- Use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability and enthusiasm to acquire needed knowledge to perform duties
- Ability to manage multiple priorities to meet deadlines and commitments
- Ability to manage projects to fruition, on time
- Ability to take direction and constructive criticism from supervisor and management
- Ability to be a team player who assists the WMSC in fulfilling its overall safety mandate
- Ability to adhere to strong professional ethics
- Ability to independently carry out duties following direction by supervisor/management and recognize any related duties on own initiative
- Ability to use common software as well as the internet to perform assigned work

Experience

1 to 5 years of professional experience working independently and in teams.

Education

A bachelor's degree or 5 or more years of experience in an office environment.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

WMSC offers a robust compensation and benefit package

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Office Location: 750 First Street NE, #900, Washington, DC 20002

Apply by visiting the WMSC employment opportunities page at [Employment Opportunities – Washington Metrorail Safety Commission \(wmsc.gov\)](#) and sending your cover letter with salary requirements and resume to hr@wmsc.gov.