Who We Are
By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: crime, education, health, poverty, and energy & environment. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs’ evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:
- Identifies promising solutions to urban challenges
- Tests the most promising urban policies and programs
- Scales-up the most effective and cost-efficient policies and programs

For more information about the UChicago Urban Labs, go to [http://urbanlabs.uchicago.edu/](http://urbanlabs.uchicago.edu/)

The Role
The Senior Grants and Finance Manager will administer sponsored research awards for UChicago Urban Labs, supervise a Grants and Finance Associate and assist the Director of Finance with establishing and maintaining best practices in the area of finance and sponsored research. This is a great opportunity for a mid-career professional to learn about finance, accounting, sponsored research, and general operations in a non-profit research environment.

Duties and Responsibilities
Finance and Accounting
- Approve transactions within the university's financial and procurement systems
- Examine financial reports for consistency, accuracy, and compliance. Consult with research staff and PIs to resolve errors and work collaboratively to prevent repeat occurrences
- Meet with Research Managers, Research Directors and/or PIs to review account portfolios
- With the Director of Finance, develop and maintain tools for tracking key financial data. Maintain project specific budgets, prepare forecasts, and assist in tracking expenses to budget with research managers across the organization
On a monthly basis, review payroll allocations into UChicago Workday and supervise data entry performed by the Grants and Finances Associate

Sponsored Research
- Work collaboratively with Principal Investigators, Research Directors, Research Staff, and Urban Lab partners to develop new projects, proposals, and other initiatives
- Direct all proposal development by understanding sponsor formatting guidelines, preparing supporting documents and collecting proposal elements. Supervise proposals submitted by the Grants and Finance Associate
- Prepare interim sponsored project financial reports and manage award closeout processes
- Work with University Research Administration to prepare budget summaries as required for sponsored project reports
- Develop and conduct in-house trainings around pre- and post-award administration

**Qualifications**

**Education**
- Bachelor’s degree in business or a related field

**Experience**
- Demonstrated experience in operations, grant administration, finance, or other related field, required
- Experience submitting grant proposals to a variety of sponsors including federal agencies, private foundations, and state/local governments
- Experience with budget planning and forecasting, ledgers, invoices, and fiscal reporting, required
- Experience working in a higher education or non-profit environment, preferred
- Experience with financial and accounting systems such as Workday or Oracle/Peoplesoft
- Experience managing post-award activities, especially projects that are funded by multiple sponsors

**Competencies**
- Must be able to deal effectively with a diverse workforce in a complex research environment
- Must have exceptional oral and written communication skills and be comfortable with a consultative approach to interacting with employees
- Must have exceptional organization skills, with previous project management experience
- Must be a resourceful problem-solver and critical thinker, be proactive in leveraging opportunities and anticipating and averting problems
- Must handle all employment information and issues with absolute discretion - confidentiality is essential
- Must be proficient with Microsoft Word and Excel, advanced Excel skills preferred
To Apply: please submit a resume and cover letter to Workday, job requisition number, JR04713. When applying, all required documents MUST be uploaded under the Resume/CV section of the application.

If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions: Log into Workday and select the career worklet.

External Candidates should apply to the position at https://uchicago.wd5.myworkdayjobs.com/en-US/External

If you have questions about the Workday application system, please contact: https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcafa3244b02d.

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Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing sharedservices@uchicago.edu with their request.