

**Position:** Finance and Sponsored Research Associate  
**Desired Start Date:** ASAP

### 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/>

### The Role

The Finance and Sponsored Research Associate will help to administer finance, and sponsored research programs and procedures for UChicago Urban Labs. This is a great opportunity for an early career professional to learn about finance and Sponsored Research and general operations in a non-profit research environment. The Associate will work with the Director of Finance to provide budget, financial, and analytical support, and will assist with special projects as needed.

### Duties and Responsibilities

Finance and Accounting

- Prepares and submits financial transactions through the university systems (ePayments, GEMS, BuySite, etc.)
- Reviews financial reports for consistency and accuracy. Flags potential errors to be investigated and corrected.
- Prepares and submits account corrections as necessary, including both payroll and non-payroll.
- With the Director of Finance, prepares closing memos and works with University Research Administration (URA) to ensure that research accounts are terminated in good standing.
- Develops and maintains tools for tracking key financial data. Works to create project specific budgets and assists in tracking expenses to budget.

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- Assists with university budget office requirements including forecasting and annual budget processes.
- On a monthly basis, review and enter payroll allocations into UChicago Workday HRIS System.

#### Sponsored Research

- Assists with proposal development by understanding sponsor formatting guidelines, preparing supporting documents and collecting proposal elements as requested.
- Work with Director of Finance and URA to manage subaward and consulting agreements including set-up and payment/execution. Develop a tracking system to manage this process efficiently.
- Reviews sponsored project financial reports for consistency and accuracy and tracks reporting deadlines.
- Works with URA to prepare budget summaries as required for sponsored project reports.

#### Qualifications

##### Education

- Bachelor's degree in business or a related field required.

##### Experience

- A minimum of three years of experience in operations, grant administration, finance, or other related field, required.
- Experience with budgets, ledgers, invoices, and fiscal reporting, required.
- Experience in higher education, preferred.
- Experience with Workday and University of Chicago financial/procurement systems, preferred.
- Experience in one or more aspects of sponsored program administration in a research environment, preferred.

##### Competencies

- Must be able to deal effectively with a diverse workforce in a complex research environment.
- Must demonstrate knowledge of general employment law and regulations.
- 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, **JR01314**. When applying, all required documents **MUST** be uploaded under the **Resume/CV** section of the application.

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**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=cf359d671316660030c0bc0cf3244b02d](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bc0cf3244b02d).

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

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.