

Poverty Lab Title: Finance and HR Manager

Our Focus

Concentrated poverty remains an endemic feature of American cities. Residents of low-income communities suffer higher rates of crime victimization and greater exposure to environmental contaminants. Their children experience worse schooling outcomes and limited access to healthy food. Many struggle with irregular employment and unstable housing. The path to social mobility is foreclosed by limited opportunities to gain new skills, and limited availability of affordable financial products. While social enterprises work hard to address these challenges with innovative solutions, policymakers and practitioners struggle to make sustained progress due to a lack of evidence about what works.

We launched the University of Chicago Poverty Lab in 2015 to test innovative approaches to addressing the intersecting challenges faced by low-income residents of our cities. We bring the best science and “big data” analysis possible to bear on the problem of policy design, leveraging government administrative data to guide local policy and to generate high-quality evidence about what works. We believe that carrying out this work in very close collaboration with policymakers helps keep us focused on the most important real-world problems, and increases the chances that our findings translate into real-world impact.

Who We Are

The Poverty Lab is led by Marianne Bertrand, the Chris P. Dialynas Distinguished Service Professor of Economics at the University of Chicago Booth School of Business, Co-Director of Social Enterprise Initiative at Booth, and Director of the University of Chicago Poverty Lab. Her research, which covers labor economics, corporate finance, and development economics, has been published widely. She is a member of the board of directors for the Abdul Latif Jameel Poverty Action Lab at the Massachusetts Institute of Technology.

Our team currently consists of an Executive Director, Scientific Director and 18 full-time staff, including data analysts and program managers at our main office in downtown Chicago. Our constantly evolving portfolio of projects spans workforce development, housing and homelessness, post-secondary education, and income support policies. Our work includes several projects focused on the application of machine learning algorithms to improve the design and targeting of public policy.

Job Summary

The University of Chicago Poverty Lab is seeking a full-time Finance and HR Manager to support the Executive Director in building a nimble and high-functioning organization. The Finance and HR Manager will report directly to the Executive Director, and will be supported by finance and HR staff at the University of Chicago Crime Lab and Harris School of Public Policy. This is a great opportunity for an early career professional to learn about finance and HR in a fast-paced “startup” environment and to contribute to an innovative, mission-driven organization. The Finance and HR Manager will be responsible for budgeting and financial projections; staff recruitment, onboarding, and retention; and grant compliance.

Responsibilities

Finance and Accounting

- Works with Executive Director and research staff to build project- and organization-level budgets and financial projections
- Reviews financial reports for consistency and accuracy. Flags potential errors to be investigated and corrected. Prepares and submits account corrections as necessary.

- Prepares and submits financial tractions through the university systems.
- Ensure that employee expenses are accurate and in compliance with University policy.

Talent / HR

- Works closely with Executive Director to build recruitment pipelines that identify high-quality candidates and support building a diverse team.
- Prepares job advertisements for posting on internal and external job boards and coordinates and maintains all posting information; monitors hiring procedures to ensure compliance with federal, state and local employment laws and regulations, as well as with University policies and procedures; may counsel supervisors on employment laws.
- Coordinates interview process, conducts reference checks as appropriate, writes and sends close-out letters to candidates, and administers background check process.
- Onboards new hires and facilitates transition to the Poverty Lab, advises employees on benefits questions, processes all employment forms and HRIS documentation.
- Coordinates exit activities, serves as a resource to departing employees and as the main point of contact with HRS, and ensures paperwork and termination process are completed.
- Processes all pay and schedule changes.
- Researches HR, grants, and finance best practices and recommends changes to policies and procedures; assists with implementation of updated policies and procedures.

Grants and Contracts

- Supports Executive Director, Scientific Director and project staff with proposal development and submission by understanding sponsor submission guidelines and preparing supporting documents.
- Manages all subaward agreements including set-up and payment/execution.
- Works with SAA to prepare budget summaries as required for sponsored project reports.
- Prepares closing memos and works with SAA to ensure that research accounts are terminated in good standing.

Education and Experience

- Bachelor's degree required.
- Bachelors degree in business or a related field preferred.
- A minimum of three years of experience in talent, operations, finance, or related field required.
- Experience in higher education preferred.
- Experience with budgeting and financial projections preferred.
- Demonstrated interest in public policy, racial equity and / or social justice preferred.

Technical Skills

- Must be proficient with Microsoft Word and Excel.
- Must be proficient in Human Resource Information Systems (HRIS). Experience with Workday is a plus.

Competencies

- Must be able to deal effectively with a diverse workforce in a complex research environment.
- Must have exceptional organizational 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 have exceptional oral and written communication skills and be comfortable with a consultative approach to interacting with employees.
- Must handle all employment information and issues with absolute discretion - confidentiality is essential.

To apply, please submit a resume and cover letter to UChicago's Workday system, search for requisition **JR01722**. Please find instructions on how to access the application below.

Statement on diversity, equity, and inclusion: The University of Chicago Urban Labs is committed to fostering a diverse, equitable, and inclusive environment for our staff and partners and we encourage applications from individuals whose backgrounds or interests align with this commitment. In your cover letter, please describe your perspective and experiences on diversity or evidence of how you have come to understand the barriers faced by historically and currently marginalized groups.

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.

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 specific Lab at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

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