

Finance and Grants Manager
University at Buffalo, The State University of New York

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Posted Dec. 5, 2023, set to expire Aug. 4, 2024

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| Job Title | Finance and Grants Manager |
| Department | Institute for Artificial Intelligence & Data Sciences |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Dec. 5, 2023 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff Director/Manager |
| Academic Field(s) | Fiscal Services Finance/Investment Management |
| Job Website | https://www.ubjobs.buffalo.edu/postings/46885 |

Apply By Email

Job Description

The [Institute for Artificial Intelligence and Data Science \(IAD\)](#) has an exciting opportunity for an experienced and detail-oriented, **Finance and Grants Manager**. The incumbent will manage pre and post-award activities for various sponsored awards for IAD including the [NSF National AI Institute for Exceptional Education](#).

Key responsibilities include:

- A lead role in pre and post-award activities for the UB IAD and NSF AI Institute awards, planning and implementing the budget for the UB IAD and NSF AI Institute awards, as well as related grants. This includes planning and implementing project budgets and involves a wide variety of

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- collaborations with UB Faculty and external faculty and other collaborators as well as sponsors.
- Managing grant-related appointments for students, postdocs, summer faculty positions, etc.
 - Assisting with IRB paperwork and sub-award-related communications
 - Managing allocations and eligibility of expenses which requires a hands-on role in all levels of procurement and human resources management.
 - Managing reporting and compliance timelines throughout the lifecycle of the grant or contract.
 - Managing procurement for IAD related projects on varying funding sources.
 - Assisting with special projects and unit initiatives, as required.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our benefits website to learn about our [benefit packages](#).

Note: This position may be eligible for a flexible work arrangement.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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