

**Finance & Grants Manager
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=256421>

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Posted Apr. 30, 2025, set to expire Aug. 4, 2025

Job Title Finance & Grants Manager
Department Business and Entrepreneur Partnerships
Institution University at Buffalo
Buffalo, New York

Date Posted Apr. 30, 2025

Application Deadline 04/30/2026

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Financial Planning/Budget Management
Development/Institutional Advancement

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Job Description

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Finance & Grants Manager, Business and Entrepreneur Partnerships

Position Information

Position Title: Finance & Grants Manager, Business and Entrepreneur Partnerships

Department: Business and Entrepreneur Partnerships

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56937>

Job Type: Full-Time

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Posting Detail Information

Position Summary

UBs Business and Entrepreneur Partnerships (BEP) is seeking a **Finance & Grants Manager** to work with members of the Business and Entrepreneurship (BEP) leadership team to achieve BEPs mission by supporting grant management and budgeting. The Manager will report to the Senior Finance & Grants Manager but also work directly with the Senior Associate Vice President for Economic Development.

The Manager will be part of a team that manages all funding and grants to BEP, including various sponsored awards, and support the human resources (HR) activities of the unit. This position requires the ability to manage financial and HR activity across multiple funding sources, interpreting regulations and various sponsor guidelines, and an understanding of HR concepts and university policies.

Primary Duties and Responsibilities:

- Manage BEP financial management across all funding sources, strategically aligning available funding with expenses.
- Provide regular updates to unit leaders and the AVP on the status of expenditures and budgets to aid in financial projections.
- Advise BEP leadership on university policies and procedures related to financial management, sponsored research guidelines, and human resource management.
- Manage financial reporting to external sponsors and act as a liaison between sponsoring agencies and various University at Buffalo (UB) offices.
- Create processes and procedures to create efficiencies in financial management and procurement.
- Support BEP units and Centers of Excellence with project management and procurement as needed.
- Work directly with vendors and develop vendor business relationships.
- Manage allocations and eligibility of expenses which requires a hands-on role in all levels of procurement and human resources management.
- Manage the hiring of new staff, including working with unit leaders and HR to create position descriptions and positions, schedule interviews, and manage the hiring and on-boarding process.
- Support the operations and administration of Baird Research Park and the Center of Excellence in Bioinformatics and Life Sciences (CBLS) as needed.
- Assist with special projects and unit initiatives, as required.
- This position may supervise junior level staff or student(s) as needed.

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We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Please visit our [Careers](#) page.

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- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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

Minimum Qualifications

- Bachelors Degree and 3 (three) years of experience in financial management and/or sponsored research administration, preferably in an academic setting
 - *This requirement may be satisfied by an equivalent combination of education and experience*
- Excellent written and verbal communication skills, with the capability of communicating effectively with a wide variety of internal and external stakeholders

Preferred Qualifications

- Previous experience with HR functions

Physical Demands

Salary Range

\$68,000 - \$75,000

Special Instructions Summary

Is a background check required for this posting?

No

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Contact Information

Contact's Name: Steven Shepler

Contact's Pronouns:

Contact's Title: Finance & Grants Manager

Contact's Email: shepler2@buffalo.edu

Contact's Phone: 716-645-2990

Posting Dates

Posted: 04/30/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 06/16/2025

Contact Information

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

Contact

N/A

University at Buffalo

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