



3104 Jenkins Nanovic Hall, Department of Economics, University of Notre Dame, Notre Dame, IN 46556  
leo.nd.edu • leo@nd.edu • 574- 631- 8950

## LEO Finance & Grants Administration Associate

### Job Description

Updated: June 2019

LEO is looking for a proactive, self-starter who desires to be a part of solving one of the most critical issues our nation faces today--poverty. The **Finance and Grants Administration Associate** will be responsible for supporting the financial and administrative operations of LEO.

#### Who we are:

The Wilson Sheehan Lab for Economic Opportunities (LEO) is a research center at the University of Notre Dame dedicated to reducing poverty and improving lives in the United States through evidence-based programs and policies.

#### Who we need:

The Wilson Sheehan Lab for Economic Opportunities (LEO) at Notre Dame is looking for a social-minded team player with background skills and knowledge in financial management and reporting, grants management, budgeting, personnel logistics, and office operations.

We are looking for someone who wants to change the face of poverty in our country and believes that impacting poverty is possible. **The Finance & Grants Administration Associate's top priorities will be:**

- **Financial Management, Reporting, Budgeting.** Execute all financial tasks for LEO, including but not limited to, labor distributions, financial requisitions, expense reports, reconciliations, and general management of LEO's funds. Support internal and external financial reporting processes, consolidating all of LEO's funds into comprehensive financial reports for varied constituents. Support LEO's budgeting processes, preparing fund-level and consolidated budgets on an annual and quarterly basis.
- **Grants Management.** Manage LEO's grant funds from pre-award to post-award. Prepare proposal budgets for LEO's grant submissions, working cross-functionally across LEO's team to gather needed information. Work with LEO partners across the University and externally, to ensure grant funds are properly stewarded, including management of sub-contracts and financial reporting to funders.
- **Personnel Logistics.** Support all of LEO's recruiting and hiring efforts. Work with ND Human Resources to recruit and vet candidates, coordinate interviewing and hiring processes, and comply with internal requirements. Support the onboarding processes for all new LEO team members.
- **Office Operations.** Manage all aspects of an efficiently operated office, including office space coordination and the planning and execution of team-building events.
- **Event Management.** Manage the planning and execution for all LEO events, for example, donor events, academic conferences, and training workshops for nonprofit partners. Coordinate all aspects of events including venue, food/beverage, AV, invites, materials, and other details.



3104 Jenkins Nanovic Hall, Department of Economics, University of Notre Dame, Notre Dame, IN 46556  
leo.nd.edu • leo@nd.edu • 574- 631- 8950

## Qualifications

### Required:

- A deep commitment to the mission of both LEO and the University is necessary.
- Bachelor's degree in Accounting, Finance or related field
- Three or more years of relevant work experience
- Ability to learn Notre Dame's general ledger system and other internal reporting systems.
- Proficient in Microsoft suite and Google applications
- Experience preparing financial reports, including operating budgets, proposal budgets, internal and external financial reports
- Detail-oriented, logical, and highly organized
- Analytical problem-solving skills with the ability to handle multiple priorities and meet deadlines while maintaining accuracy and consistency
- Ability to take initiative, work autonomously, and take on additional responsibilities as required by business needs, facilitating a prompt response to requests
- Excellent written and verbal communication skills

### Preferred:

- Experience working within a University setting is preferred
- Experience providing administrative support to a dynamic team is preferred
- Proven resourcefulness and independence
- Ability to work on and with a dynamic team
- Creative thinking to suggest improvements in the workflow processes.

This position will be based at the University of Notre Dame. For more information about LEO, please visit [leo.nd.edu](http://leo.nd.edu) . If you would like to apply for this position, please apply at this link: <https://jobs.nd.edu/postings/17064>

### About LEO:

Founded as a research center in the Department of Economics at the University of Notre Dame just six years ago, LEO has quickly risen to prominence as a leader in evidence-based interventions against poverty. Since our founding six years ago, LEO has:

- Attracted over \$25 million in endowed gifts in support of our mission.
- Secured research funding from private foundations and government sources.
- Launched 25 active projects, with dozens more in the project pipeline.
- Published in leading peer-reviewed journals.
- Grown to eleven full-time employees.
- Forged partnerships with some of the most innovative providers of services to people living in poverty across the country.
- Developed an extensive nationwide network of faculty affiliates.



3104 Jenkins Nanovic Hall, Department of Economics, University of Notre Dame, Notre Dame, IN 46556  
leo.nd.edu • leo@nd.edu • 574- 631- 8950

---

In the next five years, we plan to grow significantly: doubling our project portfolio and continuing to strengthen LEO's reputation as the gold standard of research in this area.