NICHOLAS MALONE

Research Administration | Financial Operations | Financial Systems & Analytics
Email | LinkedIn

PROFESSIONAL PROFILE

Financial operations and research administration professional with 11+ years of academic research experience and earlier industry accounting experience. Managed and advised on a $100M+ sponsored-research portfolio spanning federal, foundation, industry, and clinical trial awards. Combines institutional finance, compliance, forecasting, and cross-functional leadership with an M.S. in Data Science and hands-on development of Excel-based financial tools. Known for taking initiative, resolving complex discrepancies, and making demanding processes more accurate, efficient, and understandable.

AREAS OF EXPERTISE

Research & compliance: Sponsored awards, post-award financial management, pre-award support, NIH and DoD awards, Uniform Guidance, FAR, CAS, subrecipient monitoring, audit readiness, FFRs, effort certification, award closeout.

Finance & operations: Budget development, forecasting, variance analysis, financial reporting, invoicing, receivables, indirect costs, reconciliation, internal controls, gift/endowment accounts, clinical trial finance.

Systems & analytics: Advanced Excel (PivotTables, Power Query, XLOOKUP, SUMIF), Python, SQL, Cognos, PeopleSoft, Banner, Cayuse, NIH eRA Commons, Argos.

PROFESSIONAL EXPERIENCE

Assistant Director of Post-Award | Yeshiva University | Jun 2026 - Sep 2026

- Led institution-level sponsored-research financial administration, advising investigators and partnering with Finance, Accounting, Procurement, IT, and sponsors on award spending, compliance, reporting, and resolution of complex issues.
- Developed university-level expenditure reporting and forecasts linking grant spending, projected costs, and indirect-cost recovery to institutional financial planning.
- Managed financial reconciliation, drawdowns, sponsor invoicing and receivables, effort certification, subrecipient invoice review, gift accounts, and closeout activities.
- Built repeatable Excel reconciliation and reporting tools; applied PivotTable-driven and SUMIF-based logic to improve indirect-cost calculations and reduce manual review.

Senior Financial Administrator | Northwestern University | Sep 2023 - May 2026

- Managed a complex portfolio for 28 principal investigators representing more than $100M in federal, foundation, industry, and clinical trial funding.
- Oversaw award budgets, financial projections, salary and effort planning, subawards, reconciliations, reporting, compliance reviews, and award closeouts.
- Developed and submitted the annual Faculty Affairs operating budget and quarterly expenditure forecasts for Medical Finance review.
- Created and refined Excel forecasting tools adopted across departments; trained and onboarded administrators and developed practical job aids.

Financial Administrator II | Northwestern University | Nov 2019 - Aug 2023

- Managed multimillion-dollar research portfolios, including clinical trial invoicing, milestone and payment tracking, subrecipient oversight, and sponsor financial reconciliation.
- Stepped into complex closeouts for Dr. Tanya Simuni's STEADY-PD III and NILO-PD multicenter trials amid financial-team turnover; investigated audit-related issues and helped sustain operational continuity.
- Directly supervised a team member, conducted formal performance evaluations, coached new administrators, and contributed to departmental hiring and onboarding.

EARLIER EXPERIENCE

Financial Administrator I | Northwestern University | Jan 2017 - Oct 2019

- Administered sponsored award finances, subaward and procurement documentation, cost sharing, effort planning, financial projections, and expenditure compliance reviews.

Accounting Specialist, Research Administration | Northwestern University | May 2015 - Dec 2016

- Supported and submitted NIH and other sponsored-research proposals, including R01 applications, by preparing budgets, justifications, biosketch data, and administrative materials.

Accounting Specialist | HydraForce Inc. | Oct 2010 - Apr 2015

- Managed order-to-cash accounting, customer invoicing, collections, cash application, receivables reconciliation, and vendor billing issue resolution; supported financial analysis and audit documentation.

SELECTED PROCESS INNOVATIONS

- Grant projection automation: Developed spreadsheet logic to populate budget-period dates from project dates, simplifying portfolio setup and reporting.
- Salary and fringe forecasting: Designed conditional fringe-rate selection based on funding codes and flexible NIH salary-cap calculations that accommodate effective-date changes.
- Personnel effort reconciliation: Used XLOOKUP-based matching to preserve accurate effort allocations when grant projection records were sorted or reorganized.
- Indirect-cost reconciliation: Created PivotTable- and SUMIF-based exclusion calculations to improve indirect-cost base reconciliation and reduce manual classification work.

SELECTED ANALYTICS PROJECTS

- MLB player performance forecasting: Completed a machine-learning project using historical baseball statistics, Statcast metrics, age trends, and feature selection to forecast individual batting performance.
- Chronic kidney disease classification: Evaluated logistic regression configurations using clinical datasets as part of a graduate data science project; analyzed model performance and presented findings.
- Brain tumor image classification: Built and fine-tuned convolutional neural network models using PyTorch and TensorFlow in an academic project.

EDUCATION

Master of Science, Data Science (Artificial Intelligence) | Northwestern University | GPA: 3.87

Bachelor of Arts, Economics | Northeastern Illinois University | GPA: 3.92

PROFESSIONAL APPROACH

I never shy away from a challenge. I value continual personal and professional growth, collaborative problem-solving, and taking initiative to make existing financial and administrative processes more effective. My goal is to contribute immediately, keep learning, and help the teams and organizations I support succeed.