

Title

Business Systems Analyst

Location

Madison, WI

Classification

Full-Time

Background

Founded in 1974, the Madison Investments organization has grown into nationally recognized asset management firm that manages client assets across a suite of mutual funds, managed accounts and customized portfolios. The catalyst for the Firm's growth has been a management style that looks beyond short-term trends, emphasizing the performance of investments over full market cycles. Our highly credentialed investment professionals share a belief in high-conviction, risk-conscious investing, and have the autonomy to shape this approach within their own investment teams. For more information on the Madison Investments organization, please visit www.madisoninvestments.com

Position Description

We are currently seeking a Business Systems Analyst to join our growing business. This position will be part of the technology team, pro-actively providing guidance to the firm regarding software decisions, integration and utilization. This individual will be able to successfully bring projects to completion within a timely manner. We are looking for a highly motivated and creative individual who will help the firm better utilize technology to achieve investment, business development, and operational goals.

Duties

- Develop improved process and utilization of current software across the firm by working with various departments on understanding business needs and software capabilities
- Participate and work with departments in software evaluation and decision making
- Create ways to track software usage and accountability
- Develop procedures and policies for current and future software solutions
- Lead and assist in software upgrade projects; develop techniques to reduce upgrade time and business interruption
- Participate in updating and maintaining business continuity plan
- Educate departments on various technology platforms

Required Qualifications:

- Bachelor's Degree preferred
- 5-10 years of technology experience in investment management or related financial services industry
- Active listener and attention to detail when working with others in making technology decisions and improving processes
- Excellent organizational and time management skills, particularly as it relates to project management
- Ability to successfully bring project to completion within timely manner
- Ability to work independently and part of a team, and to exercise flexibility, initiative, and good judgement
- Strong computer, software, and internet navigation skills
- Effectively communicate with all departments to achieve successful outcomes
- Basic programming skills

Benefits

- Comprehensive Benefits: health insurance, profit sharing and 401k match
- Company Culture: collaborative, team-oriented, fast-paced, challenging and innovative

RESUMES CAN BE SENT ELECTRONICALLY TO Jobs.Ops@Madisonadv.com