
Title	Location	Classification
Operations Administrator	Madison, WI	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 detail-oriented, process driven professional to join our Operations team at Madison. The Operations Administrator will be responsible for a variety of operational functions related to maintaining client account data in the firm's portfolio accounting and related systems. This person should be knowledgeable in the financial industry and can work collaboratively with other departments in the firm.

Duties

- Opening new accounts
- Posting cash flows and other transactions; communicating necessary transactional details to traders checking third party systems for any account activity
- Reconciling client accounts to electronic files and custodial statements
- Interacting with custodians and brokers regarding account status and account issues
- Interacting with departments within the firm by answering questions on client accounts, brokerage relationships and procedures, and operational processes
- Backing up other Operations team members as needed

Required Qualifications:

- Bachelor's degree preferred
- 2-4 years of working experience and/or knowledge of the investment industry is preferred
- Excellent interpersonal, communication, and customer service skills
- Excellent organizational, time management, and problem-solving skills
- Strong computer, software, and internet navigation skills; proficiency in Microsoft Excel
- Ability to work independently and as part of a team, and to exercise flexibility, initiative, good judgment, and discretion
- Willingness to learn new things and implement process improvements

Benefits

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

Applicant should submit a cover letter and resume to jobs.ops@madisonadv.com

