

Title
Operations Assistant

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 detail-oriented, process driven professional to join our Operations team at Madison. The Operations Assistant will learn all aspects of the Operations Department from account setup to trade settlement and reconciliation. This person should be interested in expanding their knowledge of the financial industry and must be able to work collaboratively with others.

Duties

- Assisting with the day-to-day tasks of the Operations Department
- Maintaining client account data in the firm's portfolio accounting and related systems by performing tasks such as opening new accounts; posting cash flows and other transactions; reconciling client accounts to custodial data
- Communicating fixed income trade allocations to custodians and brokers
- Developing the necessary skills to provide assistance and backup for Operations staff

Required Qualifications

- Bachelor's degree preferred
- 1 year of working experience and/or knowledge of the investment industry is preferred, but not required
- 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

