

**Position:** Compliance Analyst

**Company:** Madison Investments

**Location:** Madison, WI

Madison Investment Holdings, Inc. is the parent company of Madison Investment Advisers, LLC, Madison Asset Management, LLC, and MFD Distributor, LCC (collectively, "Madison Investments"). The Compliance Analyst reports to the Chief Compliance Officer and the Chief Legal Officer.

Madison Investments is an independent, employee owned Investment Adviser. Madison Investment's client base includes investment companies, high net worth individuals, financial advisers, registered investment advisers, institutions, endowments and foundations. Multiple investment teams offer institutional quality investment strategies across a wide array of asset classes. Strategies are offered in the form of mutual funds and separately managed accounts. Our advisory business provides investment solutions for individuals as well as institutions.

**Position Description:**

This individual is part of the legal and compliance team, providing assistance in a number of areas, including, but not limited to mutual fund, investment advisory and distribution services in addition to industry regulations, compliance, disclosures, filings, and other business operations and systems.

**Responsibilities:**

The candidate can expect to:

- Assist with Madison's compliance testing program, including the use of Ascendant software and maintenance of Code of Ethics reporting;
- Implement updates in CRD/IARD sites for all organizational entities;
- Provide assistance on fund distribution and advertising matters, including assistance with advertising review;
- Assist in the maintenance of legal entities and organizational structure – corporate governance;
- Assist with work relating to regulatory and governance matters, including preparation of board materials, registration statements, disclosure documents and other regulatory filings;
- Assist with the preparation of regulatory filings with the SEC for the investment advisers and mutual funds;
- Assist with compliance training, forensic testing, and risk assessments;
- Assist with compliance policy and procedure development and administration; and
- Develop working knowledge of various Madison systems and business operations.

**Qualifications:**

- B.A./B.S;
- 2 to 5 years of working experience and/or knowledge of the investment industry is preferred;
- Excellent verbal and written communication skills;
- Must be highly detail oriented and well organized with the ability to manage multiple assignments and deadlines;
- Ability to work well independently and as part of a team, and to exercise flexibility, initiative, good judgment and handle confidential information;
- Willingness to learn new things and implement process improvements; and
- Knowledge of IARD/CRD portal and Ascendant is a plus.