

Municipal Finance Data Specialist

Municipal Advisory Council of Michigan

Benefits Offered

Medical, Life, SEP-IRA, Medical Reimbursement, Paid-Time Off Bank of Days

Employment Type

Full-Time Salary

POSITION SUMMARY

Located in Southfield, Michigan, the related duties of the MFD Specialist includes self-starter team work managing and collecting unique data involving the sale and issuance of municipal bonds and notes; tracking and monitoring debt transactions; publishing reports; and entering essential debt, financial audits and operating information of local governments into the MAC's proprietary records and data base. Note: this position is primarily data management and does not include financial analytic duties.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Desktop computer operations; utilizing Microsoft Office programs; calculators; and accessing internet-based capital markets industry resources.
- Monitoring, collecting and entry of Michigan municipal bond issuer's data into MAC administrative system database.
- Writing, proof-reading and data-validation in the publication of MAC Reports.
- Receive and process notices, account and records maintenance. Timely respond to requests for information from MAC Members.
- Assist in the timely resolution of problems, errors or discrepancies concerning MAC municipal records and reports.
- Carry out special projects or duties for the MAC Director and MAC Members.

POSITION QUALIFICATIONS

Competency Statement(s)

Accountability - Ability to accept responsibility and account for his/her actions.

Accuracy - Ability to perform work accurately and thoroughly without regular direct supervision.

Customer Oriented - Ability to be responsive to and take care of market service requests while following MAC procedures.

Detail Oriented - Ability to pay attention to the minute details of a project or task.

Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.

Relationship Building - Ability to effectively build relationships with MAC marketplace representatives and co-workers.

SKILLS & ABILITIES

Education: Associates degree or bachelor's degree.

Experience: Two to five-years related experience developed from various financial service industry or insurance, required.

Computer Skills: Basic computer skills including but not limited to MS Office and accurate data entry skills required.

Other Requirements: Knowledge of financial securities and customer service experience preferred.

REFERENCES

Three references from a prior supervisor or manager who can attest to your experience, qualifications and skills.

About Municipal Advisory Council of Michigan

The Municipal Advisory Council of Michigan (MAC) is an 88-year old market-research company located in Southfield, Michigan. The MAC provides services to the Michigan public finance credit and capital markets. The MAC marketplace comprises broker-dealers, banks, advisors, law firms, trust departments, rating agencies and capital management companies. We have an extensive and dynamic database related to Michigan's state and local units of governments as they issue debt financing infrastructure and operating needs. The MAC's data, among other services, is used to create and publish reports for underwriting, evaluation and monitoring of municipal credit risk and in the support of efficient credit and capital markets.

SEND RESUME IN CONFIDENCE TO BOTH:

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