



**Position:** Account Administration Analyst

**Description:** McDonnell Investment Management, LLC (“McDonnell”) is a registered investment adviser located in Oakbrook Terrace, Illinois, with assets under management of approximately \$11.5 billion. We provide customized fixed income investment management services to corporations, retirement plans, municipalities, hospitals, endowments, foundations, insurance companies, private clients and mutual funds.

We have an opportunity in our Oakbrook Terrace, Illinois headquarters within our Separately Managed Account (“SMA”) Administration Team for an Account Administration Analyst who is highly motivated, enjoys working in a team environment and is interested in the investment management business. This person will be working with fixed income securities, trade settlement processes, investment advisory back-office operations, managed account platforms and additional projects as needed. This position will interact with portfolio management, accounting, compliance, custodians, financial advisors and clients.

The Account Administration Analyst position is responsible for a variety of analytical functions supporting our Managed Account Business (commonly referred to as SMA Program Business). Key functions include account set-up, account reconciliation and the transmission and processing of trade details for both broker and individual accounts to the custodians.

**Qualifications:** Effective written and oral communication skills are required. Strong organizational, problem solving and analytical skills are also necessary along with the ability to learn quickly and pay close attention to detail. The ideal candidate brings proficient computer capabilities and manages time effectively. Knowledge of Excel, MS Outlook and Word is beneficial.

**Compensation / Benefits:** McDonnell is an equal opportunity employer offering a friendly, professional environment with business casual dress. We offer a competitive compensation package (including salary and discretionary bonus), with comprehensive benefits including medical, dental, life insurance and participation in the company’s 401(k) plan. If you are looking for an opportunity to contribute to a dynamic team and work in an entrepreneurial environment, please send your resume to us by email to [eckerte@mcdmgmt.com](mailto:eckerte@mcdmgmt.com) or mail your resume to:

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