



## Trading Assistant, MidAmerica

### MidAmerica

MidAmerica is one of the nation's leading providers and administrators of retirement and other tax-advantaged benefit plans for government and education employers throughout the US. The company provides innovative employee benefit programs for over a million educators and other public-sector employees and 2,200 plan sponsors across the country and has assets under management exceeding \$1.3 billion. Originally formed in 1995, MidAmerica's core business includes Health Reimbursement Arrangements (HRA), Flexible Spending Accounts (FSA), Social Security Alternative and Special Pay programs (tax-advantaged vacation and sick pay plans for governmental employers), and Trusts (for public employer-sponsored healthcare plans that keep healthcare liability off the books). The company sells and distributes its products and services through a distribution network of insurance brokers and full benefits consultants that primarily sell into the public sector.

### Position Overview

Trading Assistant is primarily responsible for executing daily trade activity between MidAmerica and our investment provider (OneAmerica – AUL). In addition, the Trading Assistant is also responsible for supporting the Accounting group by delivering world class service to internal and external clients of MidAmerica. The ability to work in a fast-paced and deadline driven environment is essential.

### Ideal Candidate

The incumbent must possess the following:

- Knowledge and skills to successfully research and communicate with our investment provider
- Assist with maintaining daily reconciliations, verifying accuracy in funding and settlement of all records in our administration system.
- Comfortable with adhering to strict deadlines in order to process the daily trade file and balance the bulk reconciliation
- Basic understanding of accounting principles and exceptional attention to detail
- Ability to troubleshoot and recognize errors is essential to the role

### Primary Responsibilities:

- Processing of daily trade file
- Processing of daily InvesTrust files
- Distribution Settlement Status reporting
- Daily Settlement Breakdown
- Check file pull emails
- Commissions Auditing
- Processing of old way/ING prices
- Run daily reconciliation reporting



- Completion of daily bulk reconciliation
- Ensure data is accurate and possess the ability to evaluate and select alternative courses of action quickly
- Updating admin calendar annually with appropriate dates where trading does not occur
- Communication of trade schedule to all employees of upcoming holidays
- Adhere to the trading schedule to ensure deadlines are met
- Assisting the Accounting team with Service Cloud inquiries

### Performance Measures

- Accurate and timely completion of processing daily trades
- Complete accurate and timely reconciliations
- Strong understanding of our product offerings in order to answer or escalate internal questions
- Continuously evaluate and identify opportunities to drive process improvements that positively impact the business
- Deliver exceptional on-demand client support for clients and partners which results in fanatical support of MidAmerica
- Provide extremely professional and articulate written and verbal communication
- Must routinely meet daily, weekly, and monthly deadlines
- Work responsibly with highly sensitive financial information
- Maintain a pleasant, patient, and friendly attitude

### Skills and Qualifications

- Strong analytical, communication, and evaluation skills
- Basic understanding of accounting principles
- Ability to work independently and collaboratively with team members
- Proficient in Microsoft Office Suites, specifically Outlook, Word, and Excel (demonstrated ability) and the willingness to learn new systems as required
- Regular attendance is required
- Detail oriented
- Retirement industry experience preferred
- Must have superior organizational skills, the ability to multi-task, prioritize and work in a team environment
- Associates Degree in Accounting/Finance preferred
- Working knowledge of IRS and federal and state regulations is preferred
- Familiarity with Great Plains preferred
- Previous trading experience a plus

### Location

The position is based at the company's operations office in Lakeland, Florida.

### Compensation

Compensation is fair and competitive, and the company offers an attractive benefits package. [Contact](#)

Interested? Contact MidAmerica ([Careers@mymidamerica.com](mailto:Careers@mymidamerica.com)) to apply.