

DOUGHERTY & COMPANY LLC

Administrative Assistant - Public Finance – Dougherty & Company LLC

Dougherty & Company LLC is a registered broker-dealer in securities with over 40 years of experience specializing in high value added investment and capital raising strategies that help clients achieve their long-term investment objectives. As a full-service investment banking and investment services firm, Dougherty & Company offers a wide array of investment products and services to institutions and individuals nationwide. This position is located at our Sioux Falls, South Dakota office. For more information please visit www.doughertymarkets.com.

Summary

Dougherty & Company is seeking an Administrative Assistant to join our Public Finance team in Sioux Falls, SD. The Administrative Assistant assists issuers in their preparation of continuing disclosure reports and completing the regulatory filing on behalf of the bond issuers. This position also assists issuers in their preparation of official statements related to municipal bond offerings, as well as provides administrative and operational support for a group of the Company's Public Finance Banking professionals.

Essential Duties and Responsibilities

- Perform various administrative duties such as: answer and transfer all incoming calls to the office, prepare FedEx packages, open and distribute incoming mail, maintain stock of office supplies, organize and send invoices with expense account and department number to accounting
- Initiating contact with clients and related governmental entities and officials per Banker's request
- Request, collect, organize, analyze, and compile data from respective counties, cities, schools, agencies, issuers, and various websites
- Collaborate with the Banker to ensure that all data is consistent, correct and received in a timely manner
- Work with the Banker to disseminate reports or offering documents, financial statements, legal documents as required
- Work with the Banker on the web-based auction/bidding sites, and national repositories. To include by not limited to; entering pricing on deals, uploading issue information to WealthScape and NIIDS, posting final Official Statements to EMMA®. In addition to completing and submit required forms on day of sale. Input, review, confirm, send and disseminate deal information to DTCC in the time frame required by FINRA
- Prepare issuer invoices and other correspondence related to the continuing disclosure product or municipal bond issuance
- Keep management apprised of possible defaults or actual defaults
- Maintain issuer files; update with relevant information as needed to organize for efficient and accurate preparation of future documents
- Provide information and support to Public Finance Banking professionals, issuers, accountants, attorneys and other departmental professionals as needed on an ongoing basis
- Review, revise and update job procedures in keeping with new regulations or policies
- Other duties as assigned

Job Requirements:

- Associate's degree or equivalent combination of education and experience required
- Financial or paralegal experience or degree a plus
- Proficient in Microsoft Office; ability to use Excel required
- Knowledge of basic office equipment required
- Strong organizational, analytical, and problem-solving skills

www.doughertymarkets.com

90 South Seventh Street, Suite 4300 | Minneapolis, MN 55402.4108 | Phone: 612.376.4000

Member SIPC/FINRA

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Job Requirements (Continued):

- Strong written and verbal communication skills
- Strong attention to detail
- Ability to manage multiple tasks, prioritize, and assist multiple Bankers

We offer a comprehensive benefits package for employees and their families including medical and dental plans; 401k plan including company matching; firm funded life and disability insurance.

Qualified candidates should submit their resume to careers@doughertymarkets.com for consideration.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

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