

## Dividends and Interest Manager

<b>Location</b>	Scottsdale, AZ
<b>Company</b>	Vanguard
<b>Position Type</b>	Full Time
<b>Apply Method</b>	Send resumes to Barbara_Bronson@vanguard.com

### Description

Take your financial services career to the next level in a challenging mid-level manager position that hones your skills and increases your sphere of influence. As a Dividends and Interest manager for Vanguard Brokerage Services (VBS) in Scottsdale, Arizona, you'll bring leadership, oversight and accountability to your department. You'll have ample opportunities to learn from some of the brightest professionals in your field and to interact extensively with senior management. You'll be part of the essential core of an industry-leading company known for its strong ethical practices and client focus. The environment is collaborative and team-oriented, yet individual achievement is recognized and rewarded. We invest in your professional development with ongoing education and training. Set your goals high, and explore this dynamic position with Vanguard.

As a Dividends and Interest Manager you will:

- Be responsible for accurately and efficiently collecting, processing and managing interest and dividend payments while protecting the firm from financial loss and liability.
- Lead and manage your team: set goals and standards, train and mentor, evaluate performance, and oversee daily operations.
- Manage relationships with Vanguard client segments, transfer agents, tax, trading, and other operations areas, to improve efficiency and accuracy of client service.
- Control all decisions and manage issues affecting VBS Dividends and Interest, such as maintaining appropriate policies, operational procedures and controls for processing dividend and interest payments due; researching unpaid dividends and interest; collecting open receivables and reconciling receivables and/or payables; controlling cash exceptions; and resolving customer inquiries.

Position Qualifications:

- Bachelor's degree in Business or a related discipline, or an equivalent combination of training and experience.
- Minimum of five years in financial services and at least 2 years of management experience.
- Brokerage operations experience preferred, but not required.
- Knowledge of FINRA and SEC laws and regulations related to financial services and the brokerage industry.
- Series 7 and 63, or the ability to obtain within 3 months of hire. Series 24, or the ability to obtain within 6 months of hire.
- Ability to travel to Pennsylvania headquarters and industry conferences as needed.

Vanguard, a leading financial company, offers a competitive Total Rewards package of cash compensation, benefits, work-life programs, and conveniences. Employment is contingent on a successful drug-screening result, and we maintain a smoke-free work environment. We are an equal opportunity employer committed to diversity in the workplace.