# Associate Financial Planner Job Posting

## OPPORTUNITY

Boutique firm dedicated to serving successful business owners and their families is seeking an **Associate Financial Planner**.

The Associate Planner will be responsible for the review and analysis of existing planning structures in addition to the design, implementation, and maintenance of new planning strategies. The ideal candidate will become proficient in reading and understanding a variety of financial, legal and tax documents ranging from Trust agreements to company financials and tax returns. **Our Planners are not sales people.** They create value by taking large volumes of complex and often unrelated concepts and distilling them down into cohesive and easy to understand pictures, graphs, charts and tables. Advanced skill level with Microsoft Excel and PowerPoint is critical. Because every client engagement is unique, there is no set approach, instruction manual or process in place to develop our planning deliverables. **A successful candidate must love working as part of a collaborative team while simultaneously maintaining multiple dynamic projects.**

Compensation will be aligned with all of the services of this thriving firm. This opportunity is located in Houston, Texas and no relocation is provided.

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## FIRM PROFILE

Our purpose is to significantly alleviate the personal burden associated with being a successful business owner. Our clients expect for us to make critical information easy for them to understand and tasks simple for them to delegate. In response to these expectations, they empower us to lead their professional advisory team while holding us accountable for creating an environment of effective communication and proactive collaboration.

While our clients represent different industries and varying backgrounds, the overwhelming majority are self-made business owners who share common goals such as reducing taxes, protecting assets from creditors, building an orderly plan to eventually transition the ownership of their business, and efficiently giving to charity. Their net worth is often tied up in illiquid holdings such as real estate, concentrated stock holdings, oil and gas interests, operating businesses and private equity. Due to our specialization, we've found that we deliver the highest value once a client's wealth surpasses certain thresholds.

Clients generally exceed at least one of the following criteria:

- Net Worth of at least $25,000,000 (including both liquid and illiquid holdings such as real estate and operating business)
- Annual revenue of at least $25,000,000
- Annual EBITDA of at least $2,500,000

## CLIENT APPROACH

We begin every new relationship with a Due Diligence Engagement which is comprised of a complete audit of a client's financial, legal and tax life. Once a client truly understands the pros and cons of their existing plan, they can provide us with their unique goals and specific areas of concern.

After completion of this analysis, our team takes responsibility for designing and implementing comprehensive strategies as well as maintaining their planning via a Multi-Family Office approach which also includes bookkeeping, investment management, and life insurance review / design.

## PRIMARY RESPONSIBILITIES

- Guide clients through the data collection process, which includes personal / company financial finanicals, tax returns, legal documents, life insurance policies and investment account statements
- Organize and synthesize data
- Project Management
- Researching solutions for complex financial situations and contacting outside experts as necessary
- Utilizing financial planning software to create and maintain financial plans for clients
- Summarizing key components of life, disability and long-term care insurance
- Creating personal financial statements and entity maps
- Contribute to the full range of financial planning areas, including cash flow analysis, auditing entity ownership, existing estate plan review, life insurance evaluation, tax analysis, asset allocation and education planning.
- Build, monitor and maintain client portals, financial plans, action items and open tasks
- Attend client meetings in a technical, support and learning role

## EDUCATION, LICENSES & DESIGNATIONS

- Undergraduate level degree in Business, Finance, Accounting or Engineering strongly preferred
- Professional designations desired - CPA, CFP, CPWA, ChFC, CLU, CFA, CIMA etc.
- FINRA Series 65 / 66 or ability to pass FINRA Series 65 required within 90 days
- TX Insurance license or ability to pass license exam required within 120 days

## COMPENSATION

- An Associate Financial Planner can expect annual earnings (Salary & Bonus) between $45,000 and $66,000