Financial Synergies Wealth Advisors: ***Associate Financial Advisor (AFA)***

Summary of Position

The position of Associate Financial Advisor (AFA) is a client facing role that will be focused on serving existing clients and assisting Lead Advisors (LA) in prospect meetings and update meetings. The AFA will be trained by Marie Villard (Director of Operations) and other Lead Advisors. The AFA's direct supervisors will be Heath Hightower & Bryan Zschiesche, both Senior Advisors of the firm who will also contribute to the AFA's training. The AFA will learn our entire advisory business front the ground up.

The AFA will be responsible for preparing client paperwork, taking detailed notes in client meetings, creating and maintaining financial plans, assisting in financial plan presentations, and following up with clients after meetings. The AFA will also work closely with the Director of Operations to coordinate client paperwork and assist with back office tasks.

Duties and Responsibilities

Client Meetings

- ☐ Working alongside (LA) in client meetings to deliver advice & build relationships
- ☐ Operating financial planning & performance software; taking detailed notes
- ☐ Preparing necessary paperwork before the client meeting
- ☐ Logging meeting notes and initiating applicable workflows in CRM software after the meeting
- ☐ Following up with the client as necessary

eMoney Advisor (Wealth-360)

- ☐ Completing all eMoney online training sessions (The Planner eMoney degree program)
- ☐ Creating and maintaining financial plans in eMoney
- ☐ Coordinating the onboarding of clients into the eMoney software
- ☐ Assisting in eMoney planning presentations

Tamarac Advisor View

- ☐ Completing all applicable sessions of Tamarac Advisor University online
- ☐ Creating various investment performance reports for client update meetings and quarterly statements. A deep understating of our investment philosophy will be necessary as the AFA will be speaking to clients about investment performance and strategy.
- ☐ Setting up new client accounts and maintaining client data

Schwab Institutional

- ☐ Completing applicable sessions of Schwab Advisor University online
- ☐ Developing a familiarity with Schwab's paperwork & online processes
    - ▪ Account opening paperwork (physical & eSignature packets)
    - ▪ Money movement paperwork (wires, checks, journals, etc.)

Tamarac CRM (Microsoft Dynamics)

- ☐ Creating records in CRM such as Leads, Accounts, Contacts and Activities
- ☐ Completing & assigning action items and tasks
- ☐ Logging phone call and meeting notes
- ☐ Running dialogs and workflows
- ☐ Taking on other data management projects as they arise

Additional Considerations

Client Events

- ☐ We typically have five or six client appreciation events in the evening throughout the year. Attendance and participation are expected.

Quarterly Newsletters & Blogs

- ☐ Periodic opportunities to contribute to our quarterly newsletter & weekly blog

Limited travel

- ☐ Occasional offsite client meetings
- ☐ Training sessions
- ☐ Charles Schwab IMPACT or equivalent conference

Office Hours

- ☐ 8:00 – 5:00 (Monday – Friday)

Interested candidates are to send their resumes Attn: Marie Villard at marie@finsyn.com or if they have any questions, please email or call 713-623-6600.