Financial Planning Associate

Reports to: Chief Operations Officer
Benefits: Yes
Status: Full-time; Exempt

We are a wealth management firm and since 1982, we've provided personal, proactive advice to high-net-worth clients seeking a better life for themselves, their loved ones, and generations yet to come. Today, we proudly serve clients near our Reno office and original Southern California location, as well as various other parts of the country. We believe that true wealth comes from four capitals. What good is money without the health to enjoy it? The knowledge to protect and grow it? The peace of mind to share it? At SFG, we care as much about our clients dreams as their dollars. That's why we seek to integrate many aspects of their life into one plan that addresses their four capital needs – financial, physical, psychological, and intellectual. We call this approach Integrative Personal Planning.

Position Overview: The Financial Planning Associate works directly with SFG's Lead Advisors to assist with the financial and investment planning needs of clients. This position is responsible for providing support to the Lead Advisors including data gathering, modeling, case design, scenario building, and financial plan and investment plan development.

Duties & Responsibilities

- Provide support for the financial and investment planning needs of clients including:
    - Conduct research as needed and work with client's other advisors (attorneys, CPAs, etc.) to obtain all necessary data for financial planning analyses.
    - Prepare all retirement forecasts, cash flow analyses, education forecasts, insurance analyses, estate flows, etc.
    - Identify areas of opportunity for clients based on financial planning analyses.
    - Conduct special request analyses from clients as needed (e.g., mortgage analysis).
    - Create first drafts of financial plans; review with Lead Advisors and make modifications as required.
    - Create first drafts of investment plans; review with Lead Advisors and Investment Manager and make modifications as required.
- Work with the other SFG team members to ensure client meetings are prepared thoroughly and accurately.
- Attend all client and prospect meetings with the Lead Advisor; take meeting notes and enter the notes in Junxure.
- Assign all meeting follow-up actions and ensure actions are completed in a timely manner.

- Initiate and field client calls on various planning items and miscellaneous requests.
- Manage financial planning projects as needed.
- Serve as the firm's Subject Matter Expert on financial planning software.
- Uphold the firm's purpose, vision and values; incorporate the SFG Core Beliefs of Service Heart, Innovation, and Client Commitment in the way in which all aspects of work are approached.

Qualifications

- Bachelor's degree preferably in business, accounting, finance, economics or related experience.
- 1+ years of experience in the financial-services industry (preferably with an independent registered investment advisory firm).
- Series 65 license (or the willingness to obtain a Series 65 license within 90 days of hire).
- FPQP or CFP designation (preferred); or is working towards FPQP or CFP designation (required).
- Proficiency in Microsoft Office; experience with various financial planning, CRM, portfolio management and document management software (preferred); previous experience with ExecPlan or Naviplan, Junxure, and PortfolioCenter (preferred).

Other Skills & Experience

- Continuously exhibits personal integrity and professional initiative.
- Reliable, follows through on commitments, does not shrink from new challenges.
- Possesses a passion to help new and existing clients; has a keen understanding of truly stellar service to both internal and external clients.
- Must be organized, detail-oriented and able to continuously reprioritize tasks.
- Demonstrates a commitment to accuracy by delivering high quality work.
- Has strong interpersonal, verbal and written communication skills.
- Collaborative and able to work effectively with others.
- Flexible team player who is highly adaptable to change and open to new ideas.
- Demonstrates ability to work successfully in an entrepreneurial, small company environment.

To apply for this position, please forward your resume to info@sfginc.com.