



A Legacy of Trust and Innovation

## **Investment Analyst**

**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 Investment Analyst is responsible for providing support to the Chief Investment Officer and Investment Team including researching, analyzing, and monitoring investments and financial markets. This position is responsible for providing useful information to the Chief Investment Officer and Advisors to assist them in making investment recommendations to clients in order to help our clients meet their investment goals.

### **Duties & Responsibilities**

Under the supervision of the Chief Investment Officer, Investment Manager, and Chief Operations Officer, the Investment Analyst is responsible for performing the following tasks:

- Assist in the research and monitoring of existing assets and investment opportunities including the following asset classes: individual equities and fixed income securities, real estate, private equity, private debt, hedge funds, and mutual funds:
  - Portfolio Analysis – Improve and update portfolio asset allocation and portfolio asset allocation strategy guideline.
  - Asset Class Analysis – Study or research existing and/or new asset classes or strategies.
  - Fund Manager Analysis – Update and monitor performance of investment managers; perform analysis of investment manager performance as well as holdings and exposure and; perform analysis of worst-case scenarios.
  - Due Diligence - Assist in the annual due diligence process for each fund manager.
  - Client-specific Portfolio Analysis – Analyze specific investments that clients hold as well as specific asset class or strategy that clients have; run risk analysis/stress tests to evaluate risk exposure and; perform worst-case scenario analysis on client portfolios.

- b. Assist with client meeting preparation including:
- Asset allocation, performance (quarterly, yearly, historical), benchmark/target performance comparisons.
  - Market overviews and trends as well as market sector performance and analysis.
  - Perform risk/stress testing analysis of investments and Client Investment Portfolio's under different economic scenarios.
  - Prepare Risk Management Reports in PowerPoint.
- Responsible for Investment Plan implementation and client requests for trade orders.
  - Manage the Client Investment Review process and all trading-related processes.
  - Manage the new subscriptions including required paperwork and funding process; delegate tasks as appropriate and oversee the process to ensure accuracy and completion.
  - Assist with special investment-related projects.
  - 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 finance or economics; graduate degree preferred.
- Minimum of 2 years of relevant investment research/management experience (preferably with an independent registered investment advisory firm).
- CFA designation (preferred); or the willingness to obtain the CFA designation within 48 months (required).
- Proficiency in Microsoft Office with advanced Excel skills; experience with various financial planning, CRM, portfolio management and document management software (preferred); previous experience with Junxure and PortfolioCenter (preferred).
- Experience with the use of evaluative tools, risk models and quantitative portfolio management techniques.

#### **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.
- Solid strategic thinker, creative problem solver and competent decision maker.
- 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](mailto:info@sfginc.com).**