Associate Advisor - Goodman Financial Corporation, Houston TX

Job Title: Associate Advisor **Department:** Financial Advisory Team

Reports to: Senior Financial Advisor

Job Summary

The Associate Advisor is a vital member of the Financial Advisory team. The Associate Advisor partners with their Senior Financial Advisor to build strong client relationships by understanding and addressing clients' unique needs and delivering an exceptional client experience. The Associate Advisor drafts financial and investment plans, manages the day-to-day servicing of client accounts, and ensures all scheduled service or financial advisory tasks are fully addressed on time. The Associate Advisor also builds a network of business partners and works collaboratively to grow the business.

Goodman Financial is an Equal Opportunity Employer and supports diversity in the workplace. We offer competitive salary and benefits including a 401(k), PTO, and insurance coverage (medical, dental, vision, disability, life). A background and resume check will be performed prior to employment.

Why Goodman Financial Corporation?

Goodman Financial Corporation is an SEC-registered RIA firm providing personalized investment management and financial advisory services primarily to individuals, but also to institutions such as endowments and foundations. The company is in the Galleria area and has been serving clients since 1989. We have been a fee-only firm since inception. No product sales. No dual-registration. The firm is committed to always doing what is right, not just in putting our clients' interests ahead of our own, but also in how we value our employees and serve our community. While we are not a CPA firm, almost half of our team members are CPAs and we all share that CPA work ethic and commitment to integrity, unbiased thorough analysis, and attention to detail. We actively encourage and expect intellectual curiosity and a growth mindset from each of our team members, and we offer financial support for their professional growth. We hold all team members accountable to our clients, other team members, the firm, and to themselves. We are seeking a like-minded, qualified, and dedicated individual to join our team.

Essential Responsibilities:

- Build strong client relationships by understanding and addressing clients' unique needs, while providing an exceptional client experience.
- Prepare for client meetings, including drafting financial plans and investment plans, and deliver customized presentations and/or financial planning walk-throughs for clients.
- Implement financial plans with Senior Financial Advisor supervision.
- Work with the Portfolio Administrator to implement investment plans.
- Manage the day-to-day servicing of client accounts such as answering routine client questions, handling distribution requests, communicating quarterly gain/loss information, etc.
- Ensure all scheduled service or financial advisory tasks are fully addressed on time, e.g., RMD distributions.
- Assist Senior Financial Advisor with onboarding new clients.
- Assign key projects to financial planners, oversee quality and timeliness, and provide feedback and coaching as appropriate to foster their growth.
- Participate/lead firm-wide strategic initiatives.

- Actively participate in industry/civic organizations and cultivate and maintain a referral source network, particularly in the CPA community.
- Support firm marketing efforts, including writing content for GFC's newsletter, client Financial Advisory Updates, industry publications, and Social Media platforms.
- In areas of expertise, deliver educational presentations to support GFC's partnership with TXCPA Houston to provide CPE to CPAs.

Required Qualifications

- Strong interpersonal, customer service, and written communication skills
- Effective organizational skills, attention to detail, and a high degree of accuracy
- Excellent time management skills with a proven ability to meet deadlines
- Ability to effectively lead and facilitate collaboration

Education and Experience Requirements

- Bachelor's or Master's Degree, preferably with an emphasis in personal financial planning, finance, accounting, or business
- CERTIFIED FINANCIAL PLANNER™ professional and CPA
- Series 65 license must be acquired within 45 days of hire
- 3 to 7 years of financial planning experience
- Prior experience with financial planning software, a Salesforce-based Client Relationship Management (CRM) system, and Black Diamond (BD3) a plus
- Prior experience with TD Ameritrade, Charles Schwab, and/or Fidelity institutional platforms a plus

Compensation Package

Compensation package is negotiable, commensurate with experience.

To apply, please submit your resume to employment@goodmanfinancial.com with a cover letter that includes a short paragraph about why you would value this role. In your email, please include in the subject line "Associate Advisor" and your first and last name.

##