**WEALTH MANAGEMENT**

**Position: Associate Wealth Manager**

**Major Responsibilities/Duties**

Planning Support (70%)

* Assisting advisors with creating a Total Client Profile
* Financial plan input into eMoney
* Help contact clients in preparation for, or with follow up from, client meetings
* Work with financial planners on various ongoing client related tasks
* Provide various client financial planning or investment reports, as needed
* Assist financial planners with client specific check in email communication

Client Service/Admin Support (30%)

* Collect information and prepare paperwork under supervision of manager for client transactions as directed, including but not limited to opening new accounts, closing accounts, transferring assets, facilitating deposits, withdrawals, account title changes, address changes, etc. in preparation for becoming a client facing advisor one day
* Prepare for upcoming client meetings by reviewing pending action items and completing necessary account maintenance
* Perform data entry under supervision of manager for: asset transfer worksheets, cost basis worksheets, IRA RMD, and CRT worksheets
* Communicate with our custodians (Schwab, Fidelity, etc.) regarding client transactions
* Review, update and maintain the client services department manual to ensure that all information is accurate and current
* Serve as Client Service Department (CSD) and Financial Planning Department (FPD) technology resource and trainer through thorough understanding of all in-house software (Redtail CRM, Precise FP, Net Documents, Microsoft Office, Sharefile, LaserApp, DocuSign, Orion, eMoney, Total Client Profile (TCP) software, etc.)

Essential Mental Functions / Attributes

* Superb attention to detail with high degree of accuracy
* Solid written and verbal communication skills
* Good judgment in carrying out tasks within pre-defined guidelines
* Ability to maintain focus while carrying out repetitive tasks
* Organized and responsible
* A team player while also possessing the ability to work independently
* Expedience in office administration with a capacity (and willingness) to learn new computer programs and tasks quickly
* Good planning and organizational skills with great attention to detail and follow through
* Well-developed interpersonal and communication skills with proven customer service skills

Additional Comments

* This is a back office/support position; no new business generation responsibilities are involved
* Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time

Key Qualifications:

* B.A. or B.S. degree from accredited four-year university
* Candidates for CFP® certification will also be considered
* Series 65 license, or higher (if not currently a CFP® certificant)
* Strong financial and analytical skills
* Strong verbal and written communication skills
* Strong persuasive and interpersonal skills
* Ability to identify, meet and follow through with client needs and requirements
* Must be a self-starter, problem solver and a goal-oriented team player with a ‘no job is beneath me’ attitude
* Able to work independently
* Organized, with a strong attention to detail
* Able to perform multiple tasks efficiently
* Show curiosity and confidence when dealing with clients and principals
* Above average knowledge of Microsoft Excel and Word

Benefits:

* Competitive salary with performance-based pay program and career track available
* Company paid health insurance
* 401k/profit sharing plan after one year of service
* Professional development budget for CE, conferences and training
* Paid professional dues
* Mentorship and Learning Opportunities
* Fun, lively work environment
* Dedicated time for pro bono or volunteer work
* No cold calls or prospecting lists required