



### **Job Description:** *Support Advisor*

As a **Support Advisor** you will be part of a team of high-performing professionals committed to both the strategic growth of the firm and career growth of its team members. This position collaborates with the advisor team to deliver comprehensive financial planning and Fee Only investment management to our clients. You will contribute to the success of the firm by enhancing and deepening relationships with clients by fostering trust and satisfaction. This is a professional position with a career track, mentorship, and future opportunity to buy equity ownership. If you desire to be part of a team that values a work and life balance and enjoys helping people achieve financial security and peace, then we are the firm for you!

### **Responsibilities**

#### **Financial Planning & Investment Management (40%)**

- Attend client meetings in a technical, supporting and learning role
- Assist in gathering and organizing client data necessary to develop a financial plan
- Preparation of a comprehensive financial plan including retirement, insurance, and tax planning
- Prepare Investment Policy Statements for clients
- Perform analysis of client information to produce results sought by financial advisor
- Prepare and execute trading with supervisor approval
- Upon request, conduct special and routine investment/portfolio or planning research projects
- Coordinate quarterly investment performance reporting including review and client notification
- Manage data integrity in SFP's software stack
- Compose and generate correspondence and client documents, including spreadsheets and reports
- Complete ongoing education in all financial planning and investment areas

#### **Client Service (40%)**

- Prepare for client meetings and assist with follow up implementation items
- Assist clients with inquiries/requests or re-direct as appropriate
- Establish, service, monitor, and maintain client investment accounts (this includes contributions/distributions, beneficiary designations, and other changes)
- Setup and maintain online access for clients
- Utilize CRM database to track all workflow and client information
- Work with vendors on behalf of the firm and for clients

#### **Office Management (20%)**

- Help to keep the office clean, comfortable, and inviting to clients
- Compliance tasks including account reviews and annual disclosure to clients
- Quarterly billing of clients
- Assist with technology issues, maintenance, research and implementation of new solutions

## Knowledge, Skills, Education and Experience

- Bachelor's Degree in Personal Financial Planning preferred
- Attainment of CFP within 3-4 years
- Proficiency in Word, Excel, Outlook, and database (CRM) software preferred
- Knowledge of key financial, investment, and risk management concepts
- Excellent verbal and written communication skills – especially listening
- Team player, collaborative, able to work with and through others
- Warm and friendly personality
- Ability to work independently, establish priorities, and manage multiple requests
- Highly organized and attention to detail
- Excellent problem-solving skills
- Ability to communicate with team members regarding status of open items
- Adaptable, Accepting, and Caring
- Experience in leading and volunteering

## Compensation & Benefits

- Salary plus incentive pay
- Friday's off (4 eight-hour workdays, Monday-Thursday)
- Paid vacation
- Paid annual FPA and CFP licensing dues
- One conference fee paid per year
- Company retirement plan and profit sharing
- Career & Partner Track
- Mentorship from company founder and Associate Financial Advisor

*Sound Financial Planning, Inc. is an independent registered investment advisory firm offering comprehensive, holistic fee-only financial planning to clients. Our passion and purpose is to assist our clients in making sound financial decisions that are in harmony with their goals, values, and dreams so they can live their ideal life and have peace around their money! Since we are Fee Only, we can serve clients with advice that has little conflict of interest. We are held to a fiduciary standard that places the interest of the client above our own. We truly get to work in the best interest of our clients.*

*Sound Financial Planning, Inc. was founded by Bill Morrissey in 1982 and currently has two CFP's who are principals in the firm and one Administrative Assistant/Client Services Specialist. We have a lifestyle practice working only Monday through Thursday. Friday's can be used as a personal day or to do professional reading. We believe in a healthy and balanced lifestyle for clients and employees of the firm.*

*As an educated professional, you will have the opportunity to help manage and shape the future of our firm.*

## **How to Apply:**

To apply, submit a cover letter summarizing why you are interested in the position and a resume to [info@soundfinancialplanning.net](mailto:info@soundfinancialplanning.net)

[SoundFinancialPlanning.net](http://SoundFinancialPlanning.net)



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650 Mullis Street, Suite 101  
PO Box 1610  
Friday Harbor, WA 98250  
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## SOUND FINANCIAL PLANNING, INC. Company Overview

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We maintain a professional image with clients and other professionals such as attorneys and CPA's. We take our fiduciary responsibility serious and value honesty and integrity with all stakeholders. We also believe in and adhere to the CFP Board Code of Ethics and FPA's Code of Ethics and Standard of Care.

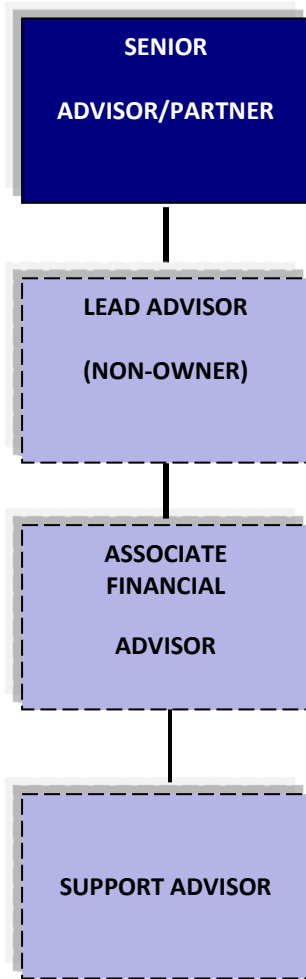
We treat all stakeholders with respect and compassion. Most of our clients become like extended family to us. Clients share very personal and vulnerable areas of their lives with us and we strive to keep it confidential and safe.

Every employee is a valuable member of the team.

## Employee benefits

- Salary
- Quarterly Revenue bonus
- Friday's off
- Open vacation and sick leave policy
- Profit Sharing/401k plan
- Costco card
- Paid professional dues and memberships (FPA, CFP Board, NAPFA, NW Estate Planning Council, Nazrudin)
- Team building/strategic planning off site days
- 2 days year for volunteering/teaching high school financial planning course/philanthropy
- Paid conference attendance and other professional development
- Desirable location (great community near Seattle, San Juan Islands, Victoria and Vancouver BC, Canada)

# CAREER TRACK



**Currently filled positions – dark blue**  
**Position openings – light blue**

## SUPPORT ADVISOR (2-3 years)

Support advisors are traditionally used in advisory firms who have services to complete and prepare complex and comprehensive financial plans. This is an entry level position for college graduates with a degree in financial planning, and requires technical financial planning education. Support advisors are often promoted to Associate Advisors in the firm. Rarely do support advisors attend client meetings. They primarily work behind the scenes gathering client data, research creative financial planning solutions, input data into financial planning software tools and make basic recommendations on client financial plans. They support the Lead and Senior Advisors.

### *Typical duties include:*

- Collect, organize and review data gathered from clients for estate, retirement, tax, education and insurance planning
- Prioritize, batch and enter a high volume of data into financial planning software tools
- Produce and create financial planning reports for Lead and Senior advisors to present to clients
- Field basic and general financial planning questions from clients
- Develop, research and implement new processes and procedures for financial planning department
- Research and gather detailed investment data
- Participate in investment management meetings
- Assist advisory team in gathering investment data and research
- Produce quarterly performance reports
- Complete quarterly client billings
- Complete rebalancing in IRebal and daily trades
- Assist advisors and clients with technology

## ASSOCIATE FINANCIAL ADVISOR (2-4 years)

Associate Financial Advisors' provide technical financial planning and investment management work, usually with other professional planners in the firm and are under the supervision of a Lead Advisor and/or Senior advisor. If an Associate Advisor position is used properly, the vast majority of the AFA's time is spent in meetings with a Lead Advisor or Senior Advisor and then delegating tasks to the client service department. This position can be an entry-level position for college graduates with a degree in financial planning, who have passed the exam for a designation and/or who are earning work experience to use a designation. They have the ability to give advice to clients and are able to make recommendations (with supervision of higher level advisors) on client financial plans and investments. They have obtained the proper licensing to work directly with clients and often attend client meetings with other professional advisors and/or work with the smaller client accounts on their own. This position does not require marketing and sales abilities.

### *Typical duties include:*

- Participates in meetings with Lead/Senior Advisors
- Prepare and make recommendations for client financial plans, including entering data and running reports using financial planning software
- Prepare and make recommendations on client investments, including the creation of investment policy statements and portfolio allocation reports
- Acts as backup for Lead Advisor on advisory questions from clients
- Assists Lead Advisor with client communications, such as writing the newsletter and economic reports
- Delegation of non-advisory follow up work to the client service specialist or administrative department
- Shares in the compliance tasks with lead advisors/partners
- Help with Operations Management
  - Quarterly Client billing
  - Update Operations Manual
  - Recruiting and employee development
- Manage Client services
  - Account servicing and all paperwork
  - Quarterly performance reporting

## LEAD ADVISOR (3-5 years)

The primary responsibility of a Lead Advisor is client retention and reviewing/presenting client related financial plan and investment recommendations with existing clients without supervision. Typically, they do not usually develop new client relationships (although some do) or serve as a marketing representative for the company, but they do attend and/or close prospective clients who are referred to the company or generated by Senior Advisors. Lead Advisors often have a designation and over five years' experience working in the advisory or related profession. They review changes in the marketplace and industry and work with senior advisors and the portfolio manager to adjust client plans and investment allocations accordingly. They must be familiar and fluent in understanding a variety of the field's concepts, practices, and procedures. They rely on extensive experience and judgment to help clients solve complicated financial and investment management issues.

### *Typical duties include:*

- Conducts all on-going client meetings, including annual, semi-annual and initial planning meetings
- Attend and close initial prospective client meetings and onboard new clients
- Solved complicated financial planning, estate, tax and retirement issues
- Serves on investment management committee or helps determine firm investment strategies for clients
- Works with Senior Advisor to manage and leverage work needing to be completed for top 10% of clients
- Manages and coordinates all marketing efforts for the Senior Advisors
- Manages and coordinates all Associate Advisors under their supervision



## SENIOR ADVISOR/PARTNER

Senior Advisor's are the most experienced advisors in the firm. They have two primary job functions: work with top 10% of the most profitable and/or complicated clients in the firm and the remaining 90% developing new client relationships. They also spend a significant amount of their time overseeing, training and supervising other staff members. They are responsible for overseeing the top tier clients who generate a significant amount of revenue for the firm and identifying markets and other potential clients to bring into the firm. They often have over ten years of experience working in the industry and have one or more professional designations. They may or may not be a partner.

### *Typical duties include:*

- Assist Lead Advisor with advance planning issues and complex client situations
- Develop marketing strategies, programs and niches to drive new clients to the firm
- Conduct Annual and Semi-Annual meetings for the top 10% of the client base
- Train, supervise and oversee entire advisory staff to ensure the highest level of client service, professional knowledge and competence
- In some cases, assist in creating goals, strategic vision, direction of the firm
- Award salary increases, bonuses or other incentive base pay to advisory employees
- Oversee the compliance operations and ensure they are being adhered to at the highest level