CERITY PARTNERS®

Job Description: Wealth Management Associate

May 2023

Job Title:	Wealth Management Sr. Associate/Principal
Location:	Houston

Do you want to impact the financial lives of people for the better? Do you aspire to a career in wealth management, providing holistic advice including tax, planning and investment services? Would you value working for a collaborative team that puts clients first? If yes, we believe you would be an outstanding fit as an **Associate** on our Wealth Management team.

Primary Responsibilities

As an Associate your responsibilities would include supporting a client-facing team with the following activities:

- Support advisors with a multitude of para-planning activities such as preparing retirement cash flow plans, helping with tax planning projections, education plans, estate plan reviews and risk management assessments.
- Support advisors by preparing for upcoming client meetings, taking notes during meetings and ensuring follow up activities are completed and documented in the CRM
- Assist with the creation and maintenance of client portals
- Assist the team with on-boarding of new clients: customize our standard contract with new client information, obtain all appropriate forms from custodian and work with each new client to ensure accurate completion, and coordinate submission with the custodian for processing
- Serve as on-going liaison between advisors and custodian, managing account openings and maintenance paperwork
- Assist our Client Service Associate with projects throughout the year such as tax report communication to clients and their CPAs, electronic filing of client documents, quarterly report processing, etc.
- Proactively interact with clients and assist in creating a spectacular client experience

Ideal Candidate Profile – "Our Casting Call!"

- Team player who welcomes feedback with the goal of continuous improvement
- Detail-oriented with strong verbal and written communication skills, professional presentation, and organizational skills
- Attitude that no task is too small and a willingness to do whatever tasks are necessary to make sure that the work is done on time
- Proficiency in technology/applications a must – experience with Addepar, eMoney, Salesforce and Excel preferred
- 0-2 years experience in financial services preferred
- Bachelor's degree preferred

Company Overview:

Cerity Partners is a leading, national registered wealth management and institutional consulting firm serving high-net-worth individuals and their families, businesses and their employees, and nonprofit organizations from its offices across the country. Our in-house experts of attorneys, tax advisors, financial planners and investment professionals are passionate about and committed to providing objective financial advice and oversight.

Our mission is to positively impact the financial well-being of our clients by delivering objective financial advice. Our culture allows us to deliver this mission. We believe in a simple formula that drives our actions and pushes us every day to do better than the day before: People First + Accountability = Winning Outcomes. We expect our team members to deliver on their responsibilities, understand how every component of our company works to generate success, and hold themselves and their colleagues accountable to the highest standards. As a result, we will enjoy talking to you if:

- You understand the need to provide a world-class customer experience
- You value the collaboration of insightful, experienced colleagues to deliver our services
- You demonstrate a strong affinity in financial services, exceptional communication, organization, and prioritization skills