CFP or Experienced Financial Planning Associate – Granite Bay

Excellent opportunity within the financial services industry.

Looking for a team player who is interested in a long-term opportunity to grow and advance, helping shape an already successful financial planning firm. Individual must be detail oriented, able to multi-task, prioritize, and work in a fast-paced environment. This position is the primary support person for a senior financial advisor.

In addition, the appropriate candidate will possess the following attributes:

- Strong verbal and written communication skills
- Proficient in Microsoft Word and Excel
- Good listener
- Enjoys working with the public, providing excellent client service
- Independent and self motivated
- Problem solver, ability to anticipate next steps necessary
- Enthusiastic
- Flexible
- High energy
- Excellent organizational skills and great attention to detail
- Professionalism

Work responsibilities will include the following:

Financial Planning;

- Work with clients to acquire data for financial plan
- Prepare illustrations and analytic reports and review/edit them for accuracy and completeness
- Work with senior advisor to develop product and strategy recommendations
- Maintain client contact during the financial planning process, as necessary
- Review and update client information as needed for client review meetings

Investment Planning;

- Maintain familiarity with investment and economic trends
- Oversee case design for investment strategies
- Prepare preliminary proposals and asset allocation reports
- Execute trades to align with proposed portfolio
- Arrange financial transactions on behalf of clients (money wires, check requests, etc.)
- Analyze tax loss and cap gain opportunities

- Capable of communicating investment recommendations to clients
- Prepare and process all paperwork necessary for account opening, tracking with corporate office for accuracy

Client Service;

- Main point of contact for advisor’s clients
- Prepare for client meetings
- Enter case notes and tasks into CRM
- Handle client service issues and questions as they arise
- Prepare client meeting review summary letters and other client correspondence
- Participate in client meetings to facilitate application completion
- Directly handle client meeting follow-up tasks, including submission and tracking of new business applications
- Manage new client onboarding process
- Help team prepare for and conduct client appreciation activities and events

Prior industry experience and licenses will be required.
(Series 7, Series 63 and Series 65, or Series 66).
Only those with a clean U4 will be considered.

Candidates holding a CFP designation and/or an experienced financial planning associate will be considered with the intention of becoming fully licensed in the near term.

This is **not** a sales position.

Competitive compensation, based on experience ($45,000 to $65,000)

Comprehensive benefits include:
- Full time hourly
- Paid holiday/sick
- 9/80 work schedule
- Medical, dental, vision insurance
- 401(k) with match
- Profit sharing

Please submit cover letter and resume in Word or PDF format.

Instructions for applying for this position:
Resumes will not be accepted without a cover letter that states why you would be a good fit for this position and the compensation range you wish to discuss. Also in your cover letter, please describe your three most defining characteristics or attributes. This exercise is meant to show us your writing skills and ability to follow directions as well as to help us get to know you. Note that you must follow these exact instructions or your resume will be rejected. Thank you.