



JOB DESCRIPTION

Position Title:	Senior Associate Advisor
Department:	Client Services
FLSA Class:	Exempt-Administrative
Job Type:	Full Time
Standard Week:	40+
Reports To:	President/Chief Operating Officer

Job Description: This is an essential position in our firm, and will play a significant role in the firm's strategic plans to grow and expand the business.

Having completed the Firm's Apprenticeship Program, Senior Associate Advisors will work under the guidance of a Senior Advisor and/or an Advisor. You will work more independently on projects, assignments, and participate and/or in some cases lead client meetings as appropriate. Additional guidance and training will be available for unique and/or complex situations to support the Senior Associate Advisor as you continue your training and development towards becoming a fully functioning Advisor.

As a Senior Associate Advisors, you will combine a passion for exceptional client service, the ability to counsel clients on all aspects of financial planning and wealth management, and their abilities to complete "special projects" catered to meet the unique needs of our clients.

Senior Associate Advisors will be expected to strategically and proactively engage in the firm's business development activities through interactions with the Relationship Development Team, which will include meeting with prospects referred by the Relationship Development Team in an effort to secure them as new clients. In addition, the opportunity exists and the Senior Associate Advisor is encouraged to develop new business directly through interactions with referral sources and prospective clients.

If the Senior Associate Advisor does not already possess their CFP® designation, it is expected that they will work to complete an external CFP® Educational Program, pass the CFP® Exam, and successfully complete all of the steps required to achieve your Certified Financial Planner® designation.

Job Duties
Under the guidance of a Senior Advisor and/or an Advisor, learn to serve as the Financial Manager and Advisor for our high net-worth clients; developing highly trusted and long-term relationships.
Administer the firm's comprehensive financial management services on an ongoing basis.
Provide customized analysis to include cash flow analysis, statements of financial condition and insurance evaluations; retirement analysis and survivorship analysis; and review of estate structure and associated documents including wills, living trusts, powers of attorney, and health care proxies.
Prepare and review personal income tax returns; develop tax planning strategies.
Consult and assist with other areas, such as employee benefits, stock option exercise, real estate, career/business planning, financial negotiations, medical and custodial care planning, education financing, annual gifting, mortgage/insurance shopping, change of life circumstances, and other special needs.
Develop financial plans and implementation strategies to support the financial goals and objectives of the client.
Under the guidance of a Senior Advisor and/or an Advisor, counsel and advise clients regarding their financial goals and objectives, portfolio structure, and the performance of their investments.
Strategically and proactively engage in the firm's business development activities through interactions with the Relationship Development Team, which will include meeting with prospects referred by the Relationship Development Team. Meetings with prospective clients will be the continuation of relationship management steps designed to nurture and cultivate prospective clients, conducting in-depth meetings with prospective clients to promote the value proposition of the firm with the goal of securing them as new clients.
Develop new business directly through interactions with referral sources and prospective clients. Identify and document prospective clients, implement relationship management steps designed to nurture and cultivate prospective clients, conduct in-depth meetings with prospective clients to promote the value proposition of the firm with the goal of securing them as new clients.

<p>Required Qualifications:</p> <ul style="list-style-type: none"> • Must be able to complete all of the steps required to qualify as a designated Certified Financial Planner® • Excellent academic record; four-year college degree required; graduate or advanced degree is preferred. • A minimum of 5-7 years of working of applicable professional experience • Must have experience working directly with clients. • Must have experience in business development, willing to dedicate time to strategically and proactively engage in the firm's business development activities and be able to develop and grow a book of business. • Excellent interpersonal and communication skills • Proven track record as a self-starter, with high levels of intensity and motivation

- Demonstrated passion for providing exceptional client service
- Must have strong technical skills and experience with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Must be detail oriented and have experience maintaining records in a CRM system.
- Must be able and willing to travel.

Preferred Qualifications:

- Certified Financial Planner ® Designation
- We also will consider students who have graduated from a CFP accredited finance program, and/or from a finance program that requires the completion of an academic curriculum aligned with the firm's comprehensive financial management services.
- Excellent academic record; graduate or advanced degree.
- A minimum of 5-7 years of applicable professional experience in banking, law, insurance, business development, marketing, consulting, or finance; we also welcome individuals wishing to make a mid-career change.
- Experience working with industry specific software.
- Experience working for a RIA, Fee-Only, Fiduciary.

Equipment, Software and Materials Used:

- Microsoft Office (Word, Excel, PowerPoint)
- Outlook (Email and Scheduling)
- Industry Specific Database Systems
- Remote Access Software
- Remote Access Meeting Software