Junior Financial Advisor Associate

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 and service oriented, able to prioritize and manage multiple projects, and work in a fast-paced environment.

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

- Strong verbal and written communication skills
- Cool and calm under pressure
- Proficient in technology platforms, including Microsoft Word and Excel
- Good listener
- Enjoys working with the public, providing exceptional client service
- Independent and self-motivated
- Problem solver, ability to look ahead and understand future steps necessary
- Enthusiastic
- Flexible
- High energy
- Excellent organizational skills and great attention to detail
- Professionalism, presenting yourself and the firm in a positive light
- Able to maintain confidentiality and adhere to strict compliance regulations
- Willing to learn and take on new responsibilities as needed for the continued success of the firm

The Junior Financial Planning Associate position directly supports senior level advisors and assists in providing financial solutions to our clients through research and analysis in areas such as wealth management, goal setting, and retirement planning.

The following list of job duties is not intended to be an exhaustive list of responsibilities, but rather an overview of those which are of chief importance:

Primary job duties:

- Provide planning and investment support to advisor by collecting, inputting and preparing client data for investment and financial plans
- Review and interpret financial statements
- Prepare preliminary proposals, asset allocation reports and hypothetical illustrations
- Prepare client-related paperwork as necessary and as required for client meeting preparation
- Attend certain advisor/client meetings, taking notes
- Handle client meeting follow-up tasks as delegated
- Participate in internal investment portfolio review meetings, research and review investments
- Maintain investment models and handle trading as required for client accounts, including generating cash for distributions

- Prepare accepted forms and client communications as required
- Arrange financial transactions on behalf of clients (money wires, check requests, etc.)
- Assist in preparations for regulatory compliance inquiries and branch audits
- Develop and regularly update systems procedural manual or Redtail workflows
- Keep an eye out for opportunities to go above and beyond to appreciate clients

Required Qualifications:

- Bachelors Degree
- CFP designation or in process
- Minimum two years of experience working in a financial firm
- Demonstrated financial planning knowledge

Preferred, but not required:

- Current NASD Series 7 and 66 licenses
- Experience with Redtail, Money Guide Pro and Morningstar a plus

This is **not** a sales position, but the ultimate goal is to have this person meet with and manage client relationships independently.

Competitive compensation, based on experience. Health care reimbursement available, 401(k) with 4% match. Two weeks of PTO per year, starts accruing day one, in addition to paid holidays.

This position is located near the Walnut Creek Bart station.

Please submit cover letter and resume in Word or PDF format to teresariccobuono@yahoo.com.

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