Job Title: Support Advisor

Purpose:

We are hiring a **Support Advisor** to help grow our firm by leveraging the work of the current Associate Financial Advisor. This position collaborates with the advisor team to deliver comprehensive financial planning and Fee Only investment management to our clients. The Support Advisor contributes 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 long to be part of a team that values a work and life balance and truly cares about helping people achieve financial security and peace, then we are the firm for you!

Support Advisor Essential Functions: ***Client Service 40%***

- Prepare client meeting notes and follow up on actions to be completed
- Assist clients with inquiries/requests or re-direct, as appropriate
- Establish, service, monitor, and maintain client investment accounts
- Handle client-initiated changes and transactions:
    - Review, update, and maintain beneficiary forms
    - Receive and process on-demand distributions from accounts
    - Process incoming checks and retirement contributions
    - Automated Clearing House (ACH) establishment or termination
    - Address and other demographic information changes
- Setup and maintain online access for clients
- Utilize Client Relationship Management database to track all workflow and client information
- Utilize all available resources to determine the most efficient and accurate methods to accomplish client service requests
- Assemble materials for client meetings
- Client Communications – Weekly Constant Contact, quarterly newsletters

Support Advisor Essential Functions: ***Financial Planning, Investment Management 40%***

- Assist in the gathering and organizing of client data necessary to develop a financial plan: client financial statements, tax returns, estate planning documents
- Preparation of a comprehensive financial plan including retirement, insurance, and tax planning
- Utilize various financial analysis programs to produce requested results sought by the financial planner and/or advisor. Perform review of output for completeness and accuracy

- Assist with investment and trading issues (such as cost basis, transfers, cash flows, etc.), as needed
- Conduct special and routine investment/portfolio or planning research projects, as requested by advisors and technical specialists
- Provide support to advisors on research for tasks, clients, and other areas as required
- Coordinate quarterly investment management performance reporting including review and client notification
- Provide management with updates and reports, as needed, on the status of client investment activities
- Attend client meetings, as needed, in a technical, supporting and learning role
- Complete Asset Allocation and Investment Policy Statements annually for all clients
- Conduct investment research and participate on Investment Committee
- Work to ensure data integrity in all databases; manage several different software
- Compose and generate correspondence and client documents, including spreadsheets and reports
- Complete ongoing education in all financial planning and investment areas

Support Advisor Essential Functions: ***Office Management 20%***

- Help to keep the office clean, comfortable, and inviting to clients
- Compliance
    - Account reviews
    - Annual Disclosure to clients
    - Annual Finra renewals and filings
    - Maintain Firm Brochure and ADV
- Quarterly billing of clients
- Research software to be utilized

Knowledge, Skills, Education and Experience:

- Proficiency in Word, Excel, Publisher, PowerPoint, Outlook, database (CRM) software
- Knowledge of key financial, investment and risk management concepts
- Excellent verbal and written communication skills, especially listening
- Warm and friendly personality
- Ability to work independently and establish priorities
- Ability to handle multiple requests simultaneously and respond quickly
- Highly organized with absolute attention to detail
- Excellent problem solving abilities
- Excellent research abilities
- Excellent follow-through and communication to team members regarding status of open items
- Ability to recommend procedures and reporting to improve the effectiveness of the team
- Team player, collaborative, able to work with and through others
- Adaptable, Accepting, and Caring
- Ability to project a professional image of her/him self and the firm to clients by the way in which he/she conducts himself and the quality of the work produced
- Bachelor’s Degree required in Personal Financial Planning
- Attainment of CFP within 3-4 years
- Experience in leading and volunteering

Compensation and Benefits:

- Salary plus incentive pay
- Paid annual FPA dues and CFP licensing
- One conference fee paid per year
- Company retirement plan
- Paid vacation
- Friday's off
- 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

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