AMS FINANCIAL GROUP
Wealth Management | Retirement Income Planning

Commonwealth

Financial Advisor Assistant / Paraplanner
A small financial planning firm is seeking a Financial Advisor Assistant/Paraplanner. This is a unique role that combines providing exceptional service to existing clients with paraplanner responsibilities. The ideal candidate aspires for advancement and growth into becoming a servicing advisor. No sales required.

Who we are
AMS Financial Group is a well-established, full-service wealth advisor located in Mountlake Terrace, WA. Our office culture is friendly and relaxed without sacrificing the quality of our results. We're currently a collaborative team of 3 supporting 180 households.

Qualifications
- Required
    - Has a minimum of three years of experience within Finance, Banking, or Accounting in roles that included client interaction
    - Is proficient with MS Word, Excel, and Outlook
    - Can work independently in a small office environment
    - Enjoys serving and taking care of people
    - Possesses excellent listening, written, and verbal communication skills.
    - Works well under deadlines, maintaining strong attention to detail, accuracy, and completeness
    - Can prioritize and organize workload
    - Holds FINRA Series 7 license
- Preferred
    - Experience with financial planning and investment software (Morningstar, MoneyGuide Pro, CRM)

Responsibilities
- Existing Client Service
    - Greet clients who come into the office
    - Answer/screen phone calls and emails; delegate to an advisor, if necessary
    - Schedule and prepare for client appointments
    - Take care of as many requests and issues as allowed by compliance and dictated by experience
    - Request and obtain updates to client data
    - Send post-appointment summary letters
    - Track action items
    - Take care of administrative tasks (minimal) – File, Scan/Upload, Handle mail

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- Advisor Support / Paraplanner
  - Handle advisor needs proactively
  - Complete transactions
  - Assume primary responsibility for RMDs, monthly account distributions, cost basis audit, beneficiary reviews, and other projects
  - Collaborate with advisors on account rebalancing, investment selection, tax strategy reviews
  - Create financial plans for presentation to clients
  - Complete and track pending business paperwork; track and tally all outstanding work weekly
  - Oversee all areas of compliance

- Office Management
  - Open/Close office
  - Maintain physical location
  - Manage office supplies

Compensation commensurate with experience, higher than the industry standard. 401K benefits and paid time off. Health insurance is available if needed.

Please submit your cover letter, resume, and salary requirements.

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