

## **Para-Planner Job Description**

We are seeking a Para-Planner to join our organization.

We are interested in you if you are a recent graduate of a CFP Board registered financial planning program, are looking for an entry level position, want to learn the business and our company from the ground up, do not want to market and cold call for clients but do want to be involved with making a direct impact on clients' lives, and work your way up our advisory career ladder. Candidates that fit into our firm and culture will desire to be in a large wealth management RIA environment, have a true passion for financial planning as their career calling, and are committed to a fulfilling work/life balance.

We specialize in wealth management using a customized approach for high net worth individuals, corporate executives, small business owners, towns and municipalities. We are currently seeking a dedicated team player who is eager to learn and contribute to our company. Our para-planner position requires a bright, hardworking, goal-oriented, self-motivated, passionate, personable, and professional individual.

### **Position Overview**

This is a professional position that will support Financial Advisors and Wealth Managers directly in servicing the existing and potential clients. You will be expected to perform various tasks including portfolio reviews and preparing financial projections using financial planning software. You must have the ability to utilize critical thinking skills, work within a team, and anticipate firm needs and client questions. Qualified candidates will be detail oriented, structured and have a high degree of follow through.

### **Initial Key Areas of Responsibilities:**

- Interfaces with clients to provide exceptional service. Schedules and confirms appointments with appropriate advisor. Follows up with clients for additional information required by planners. Meets with clients as requested by advisors and follows up on client questions and concerns with advisor. Serves as contact person for clients calling with questions regarding their accounts and financial plans. Follows directions from clients to meet any needs that they have. Forwards calls or questions that cannot be answered to an advisor. Communicates daily with team members regarding items that affect clients who are currently being serviced.
- Preparing financial analyses for clients, including retirement analysis, estate planning analysis, social security analysis, education funding analysis, stock options analysis, and risk management needs analysis
- All aspects of pre-client meeting activities such as preparation of meeting agendas, client paperwork, Investment Policy statements, asset allocations as well as post-client meeting tasks such as develop meeting notes, perform financial situation analyses, and coordinate planning implementation with outside professionals if necessary
- Manages financial planning software alerts, client portal links and online access
- Continuously monitor clients' financial situations with detail and accuracy
- Be able to keep up and learn things quickly in a fast paced environment and effectively manage regular changing of priorities

**Key Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- CFP® certification or attainment within 1-2 years after joining firm
- Must be a self-starter, problem solver and a goal-oriented team player with a 'no job is beneath me' attitude
- Experience with Financial Planning Software, including Money Guide Pro and eMoney preferred
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Client Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Education and/or Experience:**

Bachelor's degree (B. A.) from four-year college or university; or a minimum of four years related experience and/or training; or equivalent combination of education and experience

**Benefits:**

- Competitive salary with incentives based on firm client retention, revenue, client and profit growth
- Company subsidized health, dental and vision insurance
- 401k plan
- Educational reimbursement (continued education, conference attendance, etc.)
- Paid licensing dues
- Mentorship and Learning Opportunities

\*Please include with all applications a Cover Letter and desired starting salary