Position Description

Title: **Financial Planner**
Reports to: Brad Duling - Financial Planning Leader
Benefits: Yes
Status: Non-exempt

The Company

SYM Financial Advisors is seeking a responsible, energetic and detail-oriented candidate to join our client service team. Since 1968, SYM Financial Advisors, a private, employee-owned, independent financial advisory firm, has remained dedicated to a client-centric philosophy of devoting the extra time, resources and energy to uniquely know each client and their goals. Rooted in traditional values, SYM Financial Advisors proudly serves in the role of trusted expert. By utilizing our team's deep knowledge base and vast experiences, we advocate for those we serve and help them achieve their vision of financial success.

Job Summary

The primary focus of the Financial Planner is to help SYM meet client retention and satisfaction objectives with a group of clients and advisors. The Financial Planner will have regular contact with clients, assisting advisors in preparing presentations and analyses of financial positions for these clients. He or she will also work on routine projects between meetings and will undertake follow through responsibilities on tasks assigned as a result of meetings. The Financial Planner will utilize financial planning and investment management software while learning about the various fundamentals of wealth management. A working knowledge of portfolio allocation, investment management and general financial planning is expected. The position offers the opportunity to progress along a career path to positions of increasing responsibility while learning leadership skills and advanced financial planning techniques.

Duties and Responsibilities

- Assist advisors in preparing for client meetings including communication and follow-up of resulting action items
    - Reliable and follows through on commitments
    - Systematic approach to tasks
    - Ability to prioritize
- Gather information necessary to develop a financial plan that is customized to meet the client's unique needs
    - Display a high degree of professionalism
    - Exceptional interpersonal skills; committed to client service and care
    - Capable of maintaining high level of confidentiality

- Prepare and analyze information and develop reports in preparation for presentation to clients by employing extensive computer skills
  - Proficient in Microsoft Word and Excel
  - Excellent written and verbal communication skills
  - Possess strong analytical skills
- Input data to produce accurate financial plans and investment reports
  - Ability to manage multiple projects and deadlines
  - Detail oriented
  - Must be organized
- Review client quarterly investment reports and assist in rebalancing portfolios in accordance with client objective
- Implement action steps to fill gaps in a client's financial plan.
- Communicate with clients, verbally and in writing; respond to client questions or concerns
- Provide exceptional service to clients through teamwork with financial advisors
  - Trouble-shoot problems, schedule and organize meetings, serve as liaison between advisor and client as needed
  - Service oriented attitude towards clients, advisors and other team members
  - Provide a relationship to a group of clients whose financial advisor often travels on business. This will include driving projects to completion in the advisor's absence and assisting financial advisors with their routine tasks while they are out of the office
  - Perform client service tasks such as executing trades, preparing advisor meeting binders/reports, monitoring distributions, and following up on processing new account/transfer forms
- Other projects as assigned by your supervisor

Qualifications

- Bachelor's degree in Finance, Accounting or Personal Financial Planning strongly preferred
- Strong desire to attain or retain CFP credential
- Background in financial management and investments preferred
- Team-oriented individual who enjoys serving clients
- Detail-oriented; ability to keep projects on timeline
- Excellent written and verbal communication skills
- Exceptional interpersonal skills
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, as well as CRM software
- Strong math aptitude
- Desire / ability to work successfully in a small company environment

Salary and Benefits

Pay / benefits are competitive based on industry standards.

- Pay will be based on experience. Performance reviewed 90 days from date of hire. Thereafter, performance is informally reviewed each calendar quarter and formally reviewed at year end.
- Incentive compensation
- Benefits include paid time off, health care, 401(k), life and long term disability insurance
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities

Working Environment

This position requires an average of 40+ hours per week to perform. Consistent attendance is required. Because of frequent contact with clients, appropriate manner, conduct, and grooming needed. The working environment is smoke-free.