Position Description

Title: Associate – Financial Planning
Benefits: Yes
Status: Full-time
Location: Firm headquartered in Austin, TX; location flexible depending on circumstances
Contact: Lindsey Cornell (lindsey@brainardcapital.com)

Overview of Position

The Financial Planning associate is primarily responsible for supporting the lead advisor with delivering comprehensive wealth management services to high-net-worth clients. These services include the preparation of net worth statements, cash flow projections, financial planning scenarios, private investments tracking/reporting, client meeting preparation and follow up, data entry, account/asset aggregation, and various administrative tasks.

Key Responsibilities

- Gather financial data necessary to prepare various client reports including net worth statements, cash flow projections, financial planning scenarios, insurance summaries, etc.; enter relevant data and client facts into financial planning software (eMoney) and/or excel
- Update detailed private and alternative investments reports in excel; gather data from multiple sources to track all activity related to new and existing private investments
- Work with lead advisor to prepare various comprehensive planning scenarios and analyses based on clients' current circumstances, goals, and various underlying assumptions in eMoney (e.g income, expenses, tax rates, inflation, investment portfolio allocation, portfolio growth rates, etc.)
- Prepare initial drafts of client meeting presentations/deliverables; work with lead advisor to finalize
- Prepare initial set up of financial planning portal for new clients (eMoney); update and maintain relevant client facts, data, and links to outside accounts via the account aggregation tool on an ongoing basis
- Enter relevant client details into CRM (Redtail) during onboarding process; update and maintain for all clients as needed
- Prepare summary of risk tolerance questionnaire results; ensure applicable reports and documentation is saved for compliance purposes
- Assist lead advisor with following up on and tracking status of outstanding client tasks and projects
- Prepare initial drafts of net worth statements for purposes of client meetings, mortgage financing, estate planning, etc.
- Scan meeting notes and other relevant documents; organize and maintain client files
- Download account statements and provide other financial details to outside advisors or other service providers as necessary (e.g. bookkeepers, CPAs, estate planning attorneys, mortgage lenders, etc.)
- Assist with various ongoing administrative duties including scanning, filing, scheduling client calls, etc.
- Participate in developing solutions for streamlining processes and procedures, and proposing new ways to work more efficiently and effectively

Qualifications

- Bachelor's degree required (accounting, finance, economics and/or experience in related field preferred)
- Must be extremely detail oriented
- Basic understanding of comprehensive financial planning including investments, asset allocation, estate planning, income taxation, cash flow/budgeting, executive compensation, stock options, retirement planning, insurance/risk management
- Basic understanding of financial statements
- Excellent written and verbal communication skills
- Team player with ability to work with several professionals on a variety of tasks and client engagements
- Ability to prioritize and manage heavy volume of tasks
- Proficiency or familiarity with financial planning applications and investment management software preferred (eMoney and Black Diamond ideal)
- Proficiency in Excel, Word, and PowerPoint