Evangelista & Associates
Job Description
Financial Planning Associate
(Paraplanner)

Summary:
This is a professional position that supports financial advisers and wealth managers directly in serving existing and prospective clients. You are expected to perform various tasks, including portfolio reviews and preparing financial projections using financial planning software. You must have the ability to use critical-thinking skills, work within a team, and anticipate firm needs and client questions. Qualified candidates are detail-oriented, structured and have a high degree of follow-through.

Core Responsibilities:
1. Preparing financial analyses for clients, including retirement analysis, estate-planning analysis, education-funding analysis, stock options analysis and risk management needs analysis.
2. All aspects of pre-client-meeting activities, such as preparation of meeting agendas, client paperwork, investment policy statements and asset allocations, as well as post-client-meeting tasks such as developing meeting notes, performing financial situation analyses and coordinating planning implementation with outside professionals if necessary.
3. Continuously monitoring clients' financial situations with detail and accuracy.
4. Being able to keep up and learn things quickly in a fast-paced environment, and effectively managing regular changing of priorities.
5. Serves as client service liaison and makes daily client contact through e-mail and phone calls.
6. Coordinates client meetings; prepares portfolio performance reports, verifies accuracy of the information and develops preliminary recommendations in conjunction with the Advisor.
7. Facilitates completion of agreed upon recommendations; opens new accounts, processes and follows up on transfers, submits required paperwork and follows up with client.
8. Input and analyze financial plans for the achievement of clients' objectives/goals.
9. Asset Allocation and rebalancing of client accounts and employer-based plans.
10. Performs various office tasks including annuity and insurance processing ensuring they are done accurately and in a timely manner.
11. Works independently on various projects with minimal supervision as assigned by the Advisor.
12. Facilitates continuous improvement in their area of responsibility.
13. Ensures that all activities are completed in an ethical manner and in compliance with all regulatory requirements.

Competencies:

- Willingness to learn and grow within this position
- Exceptional interpersonal skills
- Exceptional oral and written communication skills
- Customer focused
- Excellent organizational skills
- Takes initiative to move ahead on assignments in the most efficient, timely and productive manner with minimal encouragement
- Shows good judgment and decision making
- Sets priorities and organizes tasks to accomplish work objectives
- Exhibits teamwork and promotes a cooperative work environment
- Professional attitude, demeanor, and appearance
- Seeks excellence in personal areas of responsibility
- Personifies high standards of honesty, integrity, trust, openness and fairness

Qualifications

Required: Bachelor's Degree
Attainment of SIE, Series 7, and Series 66 licenses within 6 months of hire

Preferred: Financial industry experience.
Relationship management/account management experience
Proficient in MS Office including Outlook
Proficient in utilizing contact management system

Compensation

- W2 Base Salary
- Benefits Package
- Vacation/PTO

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

For information regarding this opportunity, please contact John Evangelista at 734-998-0746.

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