Financial Planner
Job Description

Job Summary

Works with individuals and couples to guide them in making decisions related to household cash flow, savings, and investment decisions in order to achieve their short-term and long-term goals.

As a team member of a growing firm, interest in the entrepreneurial aspect of the business is beneficial.

Client Job Responsibilities

1. Meets with new prospects to determine if the prospect's needs are a good fit with the firm's services. Provide quote and outline of the broad-based plan the client will receive.

2. Prepare comprehensive financial plans for clients using a variety of tools and software to create the client's initial plan. These include:

    - Retirement Planning Software.
    - Knowledge of Federal Income Taxes and the impact on financial plans.
    - Knowledge of Investment Vehicles (generally index funds) and ability to structure an investment portfolio in alignment with client's comfort with risk.
    - Ability to prepare Excel based worksheets to communicate client's financial position related to Cash Flow and Liquid Assets.

3. Effectively manage revenue pipeline to reach agreed upon revenue goals.

4. Manage the relationship going forward to provide the type of service the client requests whether that is an annual meeting or meeting upon their request.

Team and Business Responsibilities

1. Planners play an active role in helping <u>business growth</u> and improving internal processes and efficiencies.

2. Participates in <u>regular staff meeting</u> to maintain the day-to-day operations of the firm.

3. Attends <u>monthly Financial Planner meeting</u> to maintain knowledge areas and discuss and develop firm's approach to various financial planning topics.

4. Active participation in <u>Strategic Planning process</u> throughout the year.

5. Works on at least one overhead function as assigned with more senior team member in the areas of compliance, finance, marketing, information technology, operations, client relations, etc.

6. Other duties as assigned.

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Knowledge, Skills and Abilities

- Demonstrate empathy and compassion when working with a wide range of clients with differing financial goals and situations.
- A persuasive and articulate communication style will be beneficial. Must have excellent communication and interpersonal skills to work in this people-oriented business.
- Must have excellent math skills including understanding of the time value of money.
- Able to understand and communicate the complex interconnection and trade-offs of cash flow, financial assets, investments, and risk management.
- Highest level of attention to detail including error-free data entry, spelling and formatting.
- Excellent computer skills and ability to use multiple computer programs concurrently and transfer data from one program to another.
- Excellent use of Microsoft Excel /Word including extensive use of formulas in Excel.
- Manage multiple client relationships and be able to work concurrently on multiple projects.
- Participates in peer reviews of financial plans for colleagues and is able to deliver and receive feedback in a professional and courteous manner.
- Must be able to work independently and at times on projects with critical time demands.
- Works well with others in a small entrepreneurial environment.
- Maintains high emotional intelligence (soft skills) across all relationships both internally and externally (clients, colleagues, vendors).

Qualifications

- 3 to 5 years of prior Financial Planning experience.
- Must hold and maintain CERTIFIED FINANCIAL PLANNER™ Professional OR must be a CFP Certificant with completion of Arrivity Skill Based training program.
- A degree is a requirement of the Certified Financial Planner Board of Standards. A bachelor’s degree in Accounting, Business or similar field that requires analytical ability is preferred.
- Must adhere to company Code of Ethics, Privacy Policy and other compliance requirements.

Reporting Structure

- Reports directly to assigned Team Lead.

- Works closely with other financial planners on strategic reviews, peer reviews and plan development.

Work Environment

- Full-time position from a remote location or from the company office on South Lake Union.

Benefits

- Base salary with monthly variable bonus based on billable hours invoiced.
- No cold calling – new prospects will be assigned based on target client group, which makes this an ideal next career step for someone currently in an Associate Advisor role.
- SIMPLE IRA with employer contributions.
- Company-subsidized group health insurance.
- Dental and vision insurance are offered as an additional option.
- Company-paid parking when at the office.
- Paid time off (PTO) that begins accruing after your first month worked.
- Additional PTO for 6 public holidays, plus the week between Christmas and New Year's.
- The company pays for your annual CFP® renewal fees, along with the reimbursement of Continuing Education fees up to an annual limit.
- Flexible work schedule.
- Career path potential in a supportive environment for qualified candidates.