Associate Financial Planner

Description

The Associate Financial Planner works to assist and support a more senior financial planner as they offer advice to clients. The individual is responsible for providing analysis about financial options, using data to make projections, helping the advisor or planner prepare for client meetings, meeting with clients to get their initial information, and assisting with recommendations pertaining to investment portfolio management, retirement planning, and other areas. This role will also perform office administration tasks such as filing paperwork.

Responsibilities:

- Provide support for clients by gathering data, developing financial plan analysis and scenarios, preparing meeting materials, participating in client meetings, as well as managing meeting notes and action items.
- Prepare comprehensive financial plans in eMoney software that include the following modules: balance sheet, asset allocation, stock options, restricted stock, cash flow, education, retirement, Monte Carlo, insurance and estate planning.
- Develop basic models in Excel to analyze clients' situations.
- Review and summarize employee stock options, restricted stock, employee benefits, insurance policies, estate planning documents, beneficiary designations and asset titling.
- Prepare financial plan updates, income tax projections & basic tax research for specified clients.
- Assist in helping complete action items for clients and support portfolio management functions, as needed.
- Place trades, wires and move money as requested by Senior Planner and/or client.
- Coordinate client servicing with team and third-party service providers.
- Prepare client meeting follow-up letters and correspondence.
- Respond to client phone calls and emails.
- Confirm/track client trades and transactions.
- Other projects and research at the discretion of Advisors and Financial Planners, including business partner collaboration and execution of internal initiative tasks.

Success at Baron:

- Ability to work independently in a fast-paced environment.
- Possesses a passion to help team members and clients.
- Strong process and planning orientation.
- Designs efficient processes/systems and seeks productivity.
- Ability to enthusiastically support and promote firm goals.
- Must maintain client confidentiality; demonstrate integrity and code of ethics.
- Accountable, adaptable, and flexible.
- Results driven, with the ability to take initiative.
- Detail-oriented, accurate, organized, self-motivated, able to set priorities & multi-task.
- Strong verbal and written communication skills.
- High level of team orientation; strong interpersonal communication skills.

Education and/or Experience

- Minimum of a bachelor's degree (B.A.) from four-year college or university.
- Expertise in software including Microsoft Office, Salesforce (XLR8), eMoney, Riskalyze, Morningstar and BNA preferred

Requirements:

- 0-3 years of industry experience
- Bachelor's degree in finance, accounting, business, or related field required, MBA, CFA, or CFP, a plus
- Series 65 license
- Must have a high level of comfort engaging with high net worth individuals and/or families
- Strong analytic skills with ability to relate specific client asset situations to individual product opportunities
- Ability to profile and formulate strategies for existing clients
- Good verbal and written communication skills and interpersonal skills
- Ability to work in a team environment
- Strong functional knowledge of Microsoft Office Suite (Word, Excel and Outlook)
- Knowledge of Salesforce, as well as financial and tax planning platforms a plus (e.g. Fidelity, Charles Schwab, eMoney and BNA Income Tax Planner)

Compensation

- Salary based on experience plus bonus opportunity
- Healthcare
- 401k with employer match
- Paid time off

Baron Wealth Management is an established company and growing. We are looking for hardworking individuals who can work collaboratively, with a strong client focus on achieving results. If you have an ownership mentality and are service oriented with a passion for exceeding client expectations, we want you to join our team.