NorthAvenue
FINANCIAL ADVOCATES

# HIRING FOR OUR NEW: Associate Advisor

## Who We Are

Being clear and kind. Empowering our clients and each other. Doing the right thing. Being generous. Seeking knowledge and understanding. These are the core values of **NorthAvenue Financial Advocates**. We are a forward-thinking, client-focused, socially conscious, women-owned financial planning firm providing all-inclusive wealth management services for one transparent fee. Based in Clintonville (Columbus), OH we serve about 100 families nationwide.

Led by our founder, Kristen Moosmiller, who was named to the Investment News' 40 under 40 in 2016 and recently served on the NAPFA national board of directors (working with DE&I and Women's Initiative), we are a passionate and compassionate team with two decades of combined fee-only financial planning experience. We are an organization that believes in giving back to our community and have donated annually to causes such as the Women's Fund of Central Ohio and the Ohio Environmental Council.

Our team is collaborative and celebrates diverse perspectives, individuals, and ideas. Our one-stop-shop model provides holistic financial planning, investment management, tax planning, and tax preparation. We see this as the perfect way to meet the varied needs of our clients and sets us apart within the industry. We strive to serve our clients in helping them achieve their financial objectives by providing stellar client service.

We are a part of the less than 5% of women-owned businesses generating over $1M in revenue and our goal is to continue growing. We can't do it alone and are excited to welcome an Associate Advisor to our team!

## Who You Are

You share our core values and are excited to work with a women-led team looking to change the financial planning industry by challenging long-standing biases about the typical financial advisor. You aspire to focus your time on providing comprehensive financial planning, supported by a team of investment professionals, so you can focus on your top priority: putting the client's best interest first. You are thrilled by the opportunity to work in an environment where you are **not** expected to actively generate new prospects and the company stability is not subject to market fluctuations.

You are seeking an environment where you can work directly with a successful management team that will provide you with one-on-one mentoring.

You are an affable person who will enjoy helping an appreciative client base and can prioritize tasks and communicate issues effectively to team members. You like to handle various tasks day-to-day and feel a sense of pride in a job well done.

## Job Overview

The **Associate Advisor** is a key member of the advising team led by the Senior and Lead Financial Planners. This role will assist the Lead Financial Planners in delivering holistic financial planning advice to clients. This position is responsible for providing support in the areas of attending and documenting all client meetings, providing direction to clients and staff on their respective follow-up action items, and monitoring client tasks and workflows. They also contribute to preparation of materials for client meetings, and over time have the opportunity to present recommendations to clients, gaining experience required to advance to a Lead Advisor.

Our client meetings are educational and informative, and the needs of our clients are varied. Accordingly, opportunities to learn about a broad range of planning topics will be plentiful.

An ideal Associate Advisor candidate thrives in an entrepreneurial and fast-paced office, is client-service-minded, can take charge of their responsibilities, is organized, and takes total ownership of their role. They are proactive, ask questions, maintain open lines of communication, and are receptive to feedback. They strive to be accountable, reliable, and possess a can-do attitude.

## Essential Functions

- Attend and take detailed notes in client meetings. Once familiar with each client, begin to participate in meeting presentation and discussion.
- Perform all required follow-up after each client meeting including continuous communication with the client on action items and data entry into the CRM.
- Respond to all client communication (email or phone) within 24 business hours and document and assign workflows in CRM.
- Ensure timely completion of tasks and workflows so that client expectations are met or exceeded.
- Coordinate with outside professionals, as necessary, to implement the client's plan.
- In conjunction with the Analyst, thoroughly prepare materials and recommendations in advance of each scheduled client meeting. Take lead on preparing client investment proposals.
- Prepare client analysis and recommendations outside of meetings that need a more immediate response.
- Assist clients with ongoing support such as implementing trade recommendations and Social Security sign-up.
- Enter client data into our tax software (Drake) and review prepared tax returns.
- Serve as a true team player, willing to help with ad hoc items in the office.
- Cross-train with other team members.

## Requirements

- BS/BA degree from an accredited college or university is required.
- Prior experience (1+ years) in the Financial Services industry, preferably with a registered investment advisor, broker-dealer, or mutual fund company. Experience in another professional field will be strongly considered if the candidate is an excellent fit.
- Microsoft Office skills.
- TD Ameritrade, Schwab, Redtail CRM, eMoney, Tamarac, and ByAllAccounts experience is a plus!
- Part-time presence in the Clintonville (Columbus), OH office to meet with clients and prospects.

- Able to work full-time.
- 100% commitment to company values.

## Benefits

- Hybrid office/virtual working model.
  - We work in the Clintonville office on Tuesdays and Thursdays.
  - Flexibility to work from home Monday, Wednesday, and Friday.
- Private office with exterior window.
- Competitive salary of $55k-$80k, depending upon experience, plus bonus structure.
- 401(k) plan with 6% employer contribution.
- Employer funded Health Reimbursement Arrangement of at least $3,600 annually.
- As applicable, CFP® review materials, test expenses, annual designation fees, and continuing education.
- One paid conference and travel each year.
- All expenses paid annual company retreat.
  - We rotate to team member's desired locations around the U.S. each year.
- Personal tax preparation annually.
- Financial Tune-Up by internal advisor annually.
- Three weeks of paid vacation in addition to common holidays.
- Tight-knit team where your personal input will be valued.

## How to Apply!

Please apply through our **NorthAvenue LinkedIn page** or by emailing your resume to **Apply@NorthAvenueFA.com**.