Title: Wealth Management Associate

Reports to: Director of Financial Planning Partner & Managing Partner

The Company

Mosaicfi Wealth Management, an independent registered investment advisory firm, has remained dedicated to a client-centric philosophy of devoting the extra time, resources and energy to uniquely know each client and their goals. We are seeking a responsible, energetic, and detail-oriented candidate to join our team in a full-time role as a Wealth Management Associate.

Objectives

The Associate will have regular contact with clients, assisting advisors in preparing and presenting financial plans, and managing investment portfolios. The person in this role will also work on client and internal projects and will undertake follow-through responsibilities on tasks resulting from client meetings. The Associate will utilize several financial planning and investment management programs while learning about the various fundamentals of wealth management. A working knowledge of portfolio allocation, investment management, and general financial planning is expected. The position offers the opportunity to progress along a career path to positions of increasing responsibility while learning leadership skills and advanced financial planning and investment management techniques.

Duties and Responsibilities

- Assist Partners in preparing for client meetings including development of agendas and client deliverables
    - Schedule and organize meetings, serve as liaison between Partners, clients, and internal team members
    - Proactively determine what information and documents are needed for client meetings
    - Gather information necessary to develop a financial plan that is customized to meet the client's unique needs
- Provide exceptional service to clients through teamwork with Partners
    - Trouble-shoot client concerns and issues and propose solutions
    - Perform client service tasks such as executing trades, preparing investment performance reports, monitoring investment account distributions, and following up on processing new account/transfer forms

- Lead other projects as assigned which may include creating and documenting new processes and procedures, testing new software programs, and identifying opportunities to improve the client experience.

Qualifications

- Bachelor's degree in Finance, Accounting, or Personal Financial Planning strongly preferred
- Minimum 1 year of work experience, or minimum of 2 internships, in financial planning and/or investment management
- Strong desire to attain or retain CFP and/or CFA credential
- Team-oriented individual who enjoys working with clients
- Detail-oriented; ability to keep projects on timeline
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office; experience with financial planning, investment management, and CRM applications a plus
- Strong math aptitude
- Desire / ability to work successfully in a small company environment

Benefits

- Full-time salaried position with potential for up to 15% annual bonus
- Initially the position will be primarily full time in our Lincolnshire, Illinois office; the position may evolve to a hybrid 3 days in office, 2 days WFH, over time
- Health and dental insurance allowance
- Retirement plan available with up to a 4% match
- Reimbursement for continuing education, including preparation for the CFP or CFA exams
- 20 days PTO
- 8 paid firm holidays - January 1, Memorial Day, July 4th, Labor Day, Thanksgiving and the day after, Christmas Eve and Christmas Day and 2 paid floating holidays

Please send resume and cover letter to info@mosaicfi.com.