



STRATEGIC FINANCIAL PLANNING, INC.

Navigating Your Life Journey™

Associate Financial Planner

Position Result: To contribute to the achievement of company mission and goals by assisting with the company's planning and related tracking activities and to make a major contribution to the company's revenue and profit goals. These results will be achieved by working closely with the President/Owner and Financial Planners to assist in the preparation of financial plans for clients and prospective clients and to monitor and track the activities necessary for our clients to reach their goals. In addition to preparing financial plans, the Financial Planner will assist the team in monitoring the steps outlined in each plan that are necessary for that client and company to reach their goals and will also work to ensure the daily operations of the Company run smoothly on a daily basis allowing for an exceptional experience every time a team member interacts with a client or prospect. They will also be responsible for helping maintain client relationships and ongoing client servicing.

Personal Traits of the Phenomenal Associate Financial Planner

1. Absolute integrity
2. Ability to multi-task
3. Professional - punctual, prepared and highly organized
4. Committed to personal excellence
5. Total acceptance of personal responsibility
6. High energy - goals/results motivated
7. Self-starter - takes initiative
8. Team player
9. Empathetic - personal interest in our clients & company success
10. Adaptable/coachable
11. Aggressive problem solver - especially with people & technology
12. Relationship oriented - especially on the phone
13. Cheerful - sense of humor
14. Creative - thinks outside the box/good brainstormer
15. Great at implementation
16. Curious
17. Patient - good trainer

Position Description

This individual also must be highly intelligent, a quick learner, familiar with computers and technology, and eager to learn new ways to accomplish their job. They must communicate and coordinate effectively with the other employees, be a strong team player, and able to design & implement cost-effective processes to help the company achieve its goals.

Strategic Financial Planning, Inc. (SFP) is a well-established financial planning and wealth management company that is expanding. We offer a great team environment, a reputation for excellence, established clients, and excellent growth potential to help you reach your personal goals.

We feel our employees are as important as our clients, and we work to provide both with a great atmosphere and learning environment. We value our employees and take pride in recognizing their outstanding talents and efforts. We are committed to the delivery of superior quality and service based on a foundation of honesty, integrity and ethical treatment.

Strategic Financial Planning, Inc. and its owner has served the Dallas, TX and surrounding area for more than 21 years. We specialize in financial planning and life planning services primarily for established professionals, physicians, business owners, and divorcees/widows. We provide quality services designed to exceed the client's expectations. As a result, we have a business built on client referrals.

An Associate Financial Planner at Strategic Financial Planning, Inc. is an outgoing, analytical, and organized professional who is able to create financial plans, perform various operations tasks, conduct technical and tax research, get involved in the financial planning community and clearly communicate conclusions via verbal and written correspondence in various elements of each client's long-term personal finance strategy. You will hold the CFP® certification (or be working towards the experience requirement, having passed the coursework and exam requirements). Investment management and research is a very small part of what we do. Our focus is on fee-only comprehensive financial and life planning and wealth management, so you must enjoy much more than investments. This position offers long-term growth potential in the financial planning field.

You will work directly with all members of the firm to prepare financial plans using customized Excel-based spreadsheets and eMoney financial planning software as well as grow and work towards becoming one of the relationship managers for many of the firm's clients. A thorough knowledge of Microsoft Office suite is required. While eMoney experience is desired, training is available. You will be comfortable with data entry, analysis, interpretation, writing reports, and speaking with clients, prospects, and other professionals. Many of your projects require conclusions documented in client letters and internal memos; as such, your writing skills must be excellent.

Since you will be dealing with financial documents, exceptional attention to detail and discretion are required. Our relationships with our clients and business partners are the heart of our business. As part of our team, it is essential that you are able to communicate a friendly “at your service” attitude and be willing to make the effort to get the job done on deadline.

Required Qualifications

- ✓ BS/MS in financial planning or related
- ✓ CFP® certification (or working on experience requirement)
- ✓ Exceptional written and verbal communication
- ✓ Analytical and detail-oriented
- ✓ Self-starter and problem solver
- ✓ Must demonstrate excellence in organizational and time management skills
- ✓ Ability to perform multiple tasks efficiently
- ✓ Ability to develop relationships through community involvement, social media, etc.
- ✓ Organized, flexible, self-motivated, efficient, reliable, eager to learn
- ✓ Ability to work independently and take direction well
- ✓ Exceptional phone and client service skills, positive and upbeat attitude at all times
- ✓ Excellent knowledge of and experience in financial planning industry regulations
- ✓ Strong persuasive and interpersonal skills.
- ✓ Ability to identify, meet and follow through with client’s needs and requirements
- ✓ Must be a self-starter and a problem solver
- ✓ Must be a goal-oriented team player
- ✓ Strong attention to detail
- ✓ Ability to perform multiple tasks efficiently
- ✓ Strong Excel skills and thorough knowledge of Microsoft Word, Outlook and PowerPoint

Specific Position Responsibilities

Goal: Deliver an exceptional experience to every SFP client.

- ✓ Collect relevant financial information and assist clients in goal setting and establishing priorities for preparation of financial plans/annual reviews.
- ✓ Assist in the development and presentation of financial plans for individuals, businesses, and organizations.
- ✓ Analyze financial information to determine present and future financial needs, and input that data into financial planning software.
- ✓ Work with SFP team to develop observations and recommendations for clients.
- ✓ Provide recommended strategies and action plans for implementation of financial plans/annual reviews.
- ✓ Continuously monitor clients’ financial situations with detail and accuracy.
- ✓ Prepare and analyze client balance sheets and cash flow statements.

- ✓ Ensure required coordination and/or collaboration with strategic alliances, documents submitted early and followed up on in a timely manner (sufficient time to incorporate into proposed strategy).
- ✓ Become fluent in communicating with custodians on client account issues and maintenance.
- ✓ Maintain a strong commitment to teamwork and contribute to the overall success of the company.
- ✓ Manage the implementation and review of ongoing *Plan of Action*.
- ✓ Track, ensure completion of, and document all follow up action steps.
- ✓ Use time effectively; prioritize urgent concerns and long-term needs.
- ✓ Manage the team production schedule. Coordinate the timely scheduling of initial and/or recurring client activity.
- ✓ Assist in the identification of agenda items for each client meeting; coordinate agenda items with *Plan of Action*.
- ✓ Ensure completion of all reports necessary for meetings in a timely matter (as defined by firm policy).
- ✓ Rebalance client portfolios based on circumstances such as new cash under management and withdrawals.
- ✓ Identify needed documents and applications for implementation of approved recommendations.
- ✓ Enter and/or ensure completion of all securities trades authorized, as directed.
- ✓ Track processing of all insurance submissions.
- ✓ Ensure completion of all assigned tasks.
- ✓ Schedule and confirm client meetings as needed.
- ✓ Help draft and send newsletters and update web content.
- ✓ Prepare, coordinate, and follow through on any needed correspondence with new or existing clients.
- ✓ Perform office duties and suggest ways to improve our work and the efficiency of our procedures.
- ✓ Contribute to managing the firm's technology and integrations.
- ✓ Handle client servicing issues in a timely manner.
- ✓ Handle all inquiries that require licensure.
- ✓ Coordinate recurring client activity such as *Year-End Capital Loss Harvesting, Annual IRA Contributions, IRA Required Minimum Distributions*, coordinating with accountant for tax preparation and obtaining copy of filed tax return from accountant.
- ✓ Assist in accomplishment of team goals by identifying sources of assets, revenue opportunities, and referral sources.
- ✓ Assist in practice management activities by maintaining current Asset report, compliance activity, cash reports, and fee-collection status.

- ✓ Dedicate yourself to networking, continued education and establishing expert relationships with strategic partners in our community.

How to Win on the Job

1. Commit yourself to excellence and growth.
2. Communicate and ask questions if you are unclear with the instructions instead of going ahead with a task.
3. Present new ideas and solutions to work procedures with a carefully thought-out procedure or plan for review.
4. Know your priorities and schedule in advance so you can meet deadlines without a crisis-situation developing.
5. Schedule your time off in advance or around workflow so it does not fall on critical days or interfere with pre-determined project deadlines.
6. Think of yourself not only as a team member but an owner. Without you, a critical piece of the job will not be completed – you and your job are important to the success of the whole operation.

General Standards and Behavior

1. Be Phenomenal: Set high goals and strive for excellence in everything you do.
2. Release your brakes and follow the highest and best that's in you.
3. Be Joyful: All clients, coworkers, business associates, visitors and vendors shall be treated in a cheerful, friendly, courteous, professional, and respectful manner, both in person and on the telephone, no matter what the circumstances.
4. Pride in Learning: Take responsibility and pride in all work performed. Be proactive about seeking assistance or guidance when questions arise.
5. Time Off: Provide adequate notice of time off.
6. Close attention shall be paid to the grammar, spelling, punctuation and titles on all correspondence and marketing materials, reports, contracts, and correspondence sent out of our office. Proofread!
7. Prioritize with input from others when necessary.
8. Protect Resources: Protect the company's resources by delegating work carefully. Be clear and specific when delegating work to subordinates. Ask them to repeat back what they are supposed to do so that you know they are clear.
9. Document Procedures: Document, in the appropriate file folder and binder, all processes and procedures of your job. Write so a new person could complete the task by simply following your instructions.

Benefits of Working with SFP

- ✓ Culture where motivated people can succeed
- ✓ Environment of respect, professionalism, personal growth
- ✓ Team-oriented environment
- ✓ Competitive salary
- ✓ Quarterly bonuses tied to firm revenue
- ✓ Participation in company retirement plan (currently 401(k) with 4% company match)
- ✓ Unlimited vacation and time off
- ✓ Company reimbursement for CE, workshops, and conferences
- ✓ Company-provided wellness care including chiropractic, acupuncture, nutrition, etc.
- ✓ Open communication and open-book management
- ✓ Learning opportunities from experienced mentors
- ✓ Empowerment of employees
- ✓ Firmly committed to career track and professional development
- ✓ Firm-wide meetings
- ✓ Flexible scheduling
- ✓ Emphasis on work/life balance

This document does not establish an expectation or guarantee of employment, and the relationship between the employer and employee remains an “at will” relationship that may be terminated by either party in accordance with the terms of the Employment, Confidentiality and Noncompetition Agreement.