

## FINANCIAL ADVISOR

Our Financial Advisors help clients accomplish their objectives by assessing financial situations, developing and presenting financial strategies and plans, providing solutions for their individual financial needs, and monitoring changes in financial status and life circumstances. This position reports to the Branch Office Manager of the Charlottesville, VA office.

### Position Responsibilities and Essential Functions

- Collaborates with clients by forming strategies for retirement, education, charitable giving, tax planning, estate planning, insurance, cash flow, and investments. Meets regularly with clients to assess how life changes will affect the client's financial plan. Will accomplish the following:
  - Assess clients' financial situation by gathering information pertaining to financial planning, investment management and risk tolerance.
  - Develop financial strategies by guiding clients to establish financial goals and incorporating their goals into their financial plans. Fulfills the investment plans with execution and monitoring of all related investments and supervised accounts.
  - Assist clients with financial planning decisions and meet regularly with clients to assess how life changes will affect the client's financial plan.
  - Monitor clients' financial situations by tracking changes in wealth and life circumstances, analyzes financial plan results, identifies and evaluates new financial strategies, and recommends changes in financial plans.
  - Meet personally with clients to assess their financial situation in order to present a financial plan that includes both short- and long-term financial goals.
  - Provide financial management information by preparing financial status analyses and reports, client proposals, client books and presentations, and other information required for a successful client relationship.
- Builds and maintains client base; prospects for new clients; opens and services client accounts; closes new business.
- Markets services by asking for referrals from current clients; meets prospects at community functions; responds to inquiries; develops promotions; presents financial planning seminars. All while developing relationships with clients and the community to develop potential new clients.
- Serves as member of the Investment Committee for the team and collaborates with the CSP Portfolio Advisory Group.
- Manages, reviews, and monitors client portfolios.
- Assists with special projects, existing clients of other advisors, and with other duties as assigned.

- Updates job knowledge by tracking financial markets, general economic conditions, and new financial products; participates in educational opportunities; reads professional and technical publications; maintains personal networks; participates in professional organizations.
- Maintains excellent industry, SEC, and firm compliance standards.

### **Professional Experience**

- Ten plus years of prior experience is preferred, including at least seven years of client-facing experience as a Certified Financial Planner (CFP) (preferred), Bank Financial/Trust Officer, Attorney specializing in Estate/Tax/Planning matters, CPA with knowledge of personal planning and tax matters, or other Financial Advisor role.
- Knowledge of SEC rules and related procedures.
- Reasonable working knowledge of Individual income taxes, life and health insurance, retirement accounts and their purposes, and estate and trust documentation and operation.
- Knowledge preferred of various custodial, back office, and technology platforms, including eMoney, Black Diamond, and financial/legal CRM systems.

### **Licenses and Certifications**

- Series 65 licensed, or related equivalent(s), preferred.
- Life and Health Insurance License, preferred.
- Willingness to obtain other licenses as the need arises.
- Professional education related to Advisory function of the position.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. Cary Street Partners participates in e-Verify and will submit your I-9 documentation to the federal government to confirm your legal eligibility to work in the United States.