**Title of position**: Senior Financial Advisor

**Position type:** Full-time

**Location:** Hybrid

**Company name:** FAOC, LLC

At FAOC, LLC, we seek to simplify clients' lives by helping them with their personal financial issues, providing independent advice, and offering educational tools. We do not sell financial products and do not receive commission or management fees.

**General Job Description**:

The position works under the limited supervision of a company executive. The Sr. Financial Advisor conducts meetings with clients to explain various financial products, discuss economic opportunities, and assist members with their financial goals. The role will provide specialized consultation and guidance in areas including retirement, education, investments, benefits, taxes, estate planning, college savings, insurance, mortgages, significant purchases, and other areas to improve financial performance of portfolios or overall wealth management. FAOC clients rely strongly on the knowledge, skills, expertise and specialized training of our Sr. Financial Advisors, to support decision-making concerning life changes that can affect their financial freedom and future like marriage, having children, or short and long-term investing. The role fosters collaborative and supportive relationships with clients to create a rapport that results in trust, credibility, and recurring business engagement.

The Senior Financial Advisor position does not require solicitation or sales.

The Senior Financial Advisor position may also or commonly be referred to as Sr. Financial Planner or Sr. Planner (It is the higher-level position on the progressive career path for a Planner, which includes the entry-level, Paraplanner position, the Financial Advisor position and the Sr. Financial Advisor position).

The role is a hybrid position, primarily engaged in remote work. Travel may be required on an infrequent basis, typically not exceeding 3 days a year.

**The Ideal Candidate:**

The ideal candidate has an exceptional understanding of the securities and banking industry, including concepts, practices and procedures. The candidate should have exceptional customer service skills, professional and courteous behavior, integrity, confidence, work ethic and confidentiality. They are able to work in fast-paced environments to meet objectives, deadlines, and changing priorities. The individual is capable of collaborating with clients to form relationships that promote longevity between FAOC and the client. A highly-experienced team player seeking to add value to our organization and draw from our empowering, inclusive, and growing culture is an ideal fit for this role.

**Duties and responsibilities:**

- Analyze financial status
- Develop financial plans and budgets
- Prepare financial and business analysis reports
- Evaluate client's financial documents, including their income, expenses, and their liabilities
- Provide investment planning and counseling including options and potential risks
- Track clients financial needs
- Prepare and conduct oral and written member presentations
- Meet with clients via video conference, phone or in-person to discuss their financial goals
- Field inbound and outbound calls
- Research and identify best practices in financial products available to investors on the market
- Remain abreast of current regulations, best practices and current and evolving capital market trends
- Monitor clients' accounts and determine if changes are needed to improve financial performance or to accommodate life changes, such as getting married or having children
- Identify gaps in client portfolios based on client's objective and goals using modern portfolio theory and research potential opportunities
- Market services and meet potential clients by giving seminars or participating in business and social networking
- Inform appropriate management or roles concerning issues with member accounts that may expose the member or company to potential liability.
- Maintain appropriate account records while monitoring the customers portfolio
- Critical thinking
- Monitor performance indicators, highlighting trends and analyze causes of unexpected variance
- Understand and demonstrate proficiency with operational systems, procedures and practices

**Preferred credentials, experience and skills:**

- Bachelor's degree
- 5 years' experience with financial services
- Familiarity with account management software (i.e. CRM)
- Familiarity with financial services tools like eMoney, Salesforce and Redtail
- Proficiency with Microsoft Office Suite, particularly Excel and PowerPoint.
- Knowledge of Principles of banking and finance and securities industry operations
- License: FINRA Series 65 (Required)
- Certification: Preferred candidate has one or more of the following certifications:
    - Certified Professional (FSCP)
    - Certified Financial Planner CFP
    - Chartered Financial Analyst CFA
    - Certified Financial Fiduciary (CFF)
    - Chartered Financial Consultant ChFC
    - Chartered Investment Counselor (CIC)
    - Chartered Life Underwriter (CLU)

*Typically requires a bachelor's degree or higher in business administration, business management, finance, accounting, marketing, or related field, with a completed minimum of 6,000 hours of professional financial planning experience or 4,000 hours as an apprentice.*

*Any equivalent combination of experience, education, certification and/or training may substitute for requisite degree or financial planning experience.*

**How to apply**

Send your resume and cover letter to hr@faoncall.com

FAOC, LLC is an equal opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

FAOC, LLC requires background checks and drug screens. Final candidates must complete a background check authorization form. Final offers of employment are contingent upon the successful completion and clear results of a background check and drug screen. ***In states that require an employment offer prior to conducting a background check, FAOC, LLC will request the completion of a background check authorization form at the time the offer of employment is extended.***

*Financial planning and financial advisory services offered by FAOC, LLC, a registered investment advisor (RIA). FAOC, LLC, is a wholly-owned subsidiary of Financial Advisor On Call, LLC, a fintech company offering educational services and record management support.