Financial Planning Associate

Introduction:

Our firm is ready to expand our team! We are currently in search of a Financial Planning Associate to be the day-to-day engine of our financial planning workflow, keeping new clients moving through each step of our process and freeing Wealth Managers to focus on relationships and recommendations. You'll be responsible for the planning pipeline, help manage our tech stack and work closely with the Wealth Managers and Operations to ensure a consistent, human-first client experience for all new clients. Secondarily, you will support Wealth Managers with long-standing clients, helping craft agendas and summaries and completing one-off planning projects. You'll also support Operations from time to time when client service needs arise. This is a great position for someone looking to get hands-on financial planning and client experiences, in preparation for growing into the Wealth Manager Associate position. In this role you will learn and grow so that you can confidently lead client relationships in the future. We want someone ready to embrace our small, community-based firm, who takes pride and ownership over their tasks and loves helping people.

About Us:

Haas Financial Group is an RIA-only wealth management firm guiding clients through a well-defined and repeatable financial planning process, with the ability to coordinate the services of all specialized financial professionals in our clients' lives — including estate planners, legal, and tax advisors — with investment management services. We focus on behavioral finance and the human side of our client relationships with a mission to align our client's values, vision, and wealth. Learn more about us and who we serve at *www.haasfinancialgroup.com*

Personal & Professional Values:

- ☐ Can work independently, but also enjoys being a part of a team
- ☐ Gets joy out of maintaining relationships with others by being a good listener and communicator
- ☐ Is ethical and always does what is best for the client

- ☐ Enjoys building and cultivating personal relationships with clients and team
- ☐ Is a coachable, intellectually curious, lifelong learner

Job Responsibilities:

- ☐ Help run the financial planning workflow, from discovery to onboarding/data gathering, to strategy and advice delivery. Troubleshoot client hurdles, keep CRM (Redtail) current, communicate status and next steps at all stages to prospects/clients and team
- ☐ Keep planning data current. Prepare our fact finders and ensure accurate inputs and analysis along with review prep for both new and existing clients
- ☐ Drive eMoney "Data and Assumptions Used" work and prepare our internal Whiteboarding Meeting, lead the drafting/documentation of advice, and plan delivery logistics; archive Plan Summary documents and supporting reports.
- ☐ Help run our tech stack; Redtail CRM, eMoney, Holistiplan, Knudge, Social Security Analyzer, Morningstar. Use LPL Clientworks for service and light trading/implementation support aligned to plan directives or other Wealth Manager support.
- ☐ Attend client meetings with the expectation to support Wealth Managers with notetaking and documentation of next steps.
- ☐ Support Operations from time to time when client service needs arise

Qualifications and Critical Skills

- ☐ Bachelor's degree in Personal Financial Planning or Finance
- ☐ Certified Financial Planner™ OR desire to obtain upon hiring (we can help you do this!)
- ☐ Excel and eMoney software experience preferred
- ☐ Strong organizational skills and attention to detail
- ☐ Excellent written and verbal communication skills
- ☐ Commitment to personal growth with a willingness to learn and be coached
- ☐ Interpersonal skills, technical skills and the desire to be a part of a team
- ☐ Ability to prioritize tasks and handle fast-paced, sometimes stressful situations

- ☐ Identify as an empathetic, problem-solver

Our Hiring Process:

- ☐ Step #1 — Wow us with your resume and short video introduction to you.
- ☐ Step #2 – If we love your submission, one of us will schedule a phone interview to get to know you better
- ☐ Step #3 – If that team member loves his/her conversation with you, we will have you complete the DISC personality profile that helps us all learn how we would best fit together as a team
- ☐ Step # 4 – If we love your responses, we'll invite you into the office for a formal interview with the team.

Terms of Employment:

- ☐ Starting salary between $60,000 and $75,000. This will be determined by your credentials, which designations you hold, and the years of experience in the financial industry
  - NOTE: If you do not have your CFP®, it will be our intent to help you acquire it ASAP.
- ☐ Additional $200 bonus for each completed financial plan
- ☐ Discretionary year-end profit sharing for all team members as % of pay based on tenure with firm
- ☐ Employer Provided Benefits include:
  - Healthcare (100% of employee cost covered) with optional Health Savings Account
  - Ability to add spouse and dependents (covered at 50% of cost)
  - Optional vision and dental insurance at your own expense
  - 401(k) plan with 3% safe harbor match (both pre-tax and post-tax saving options)
- ☐ Paid time off and holidays
- ☐ Flexibility to work-from-home part-time

Our Thought on Who Should Apply:

Anyone who loves serving others and is genuinely interested in growing as a person and a planner. Someone who enjoys a mix of working independently and being part of a team, who takes great pride in helping others, and has a great personality and sense of humor. You should have a passion for the human side of financial planning relationships, where empathy, compassion and clear communication help forge positive, long-lasting relationships.

Location:

We are located in Kutztown, PA and this is a hybrid position. Face to face interaction is important for working as a team and for some of our clients. However, our process and use of technology at all stages of our relationships make us fully functional for a remote working environment. The expectation will be to utilize our joint office space no less than as necessary for clients, while having flexibility to work remotely as well based on your personal situation. As a company we value work-life balance as long as our clients are served, and our work is completed.

Next Steps

To apply, please send your resume and any other materials you think would be helpful — such as letters of recommendation or LinkedIn profile — to info@haasfinancialgroup.com