

Firm Description: Based in the Philadelphia-metro area, Prepared Retirement Institute is a financial planning and portfolio management firm comprised of advisors who serve as ‘chief financial officer’ for high-net-worth members of the widowed community, business owners, individuals & families across the country.

We know that every investor’s journey is deeply unique. Prepared Retirement Institute utilizes a collaborative investment philosophy that emphasizes a team approach to decision-making, empowering members to confidently navigate the complexities of retirement planning and financial security. Advisor-Client partnerships also include a dedicated Relationship Manager who provides white glove concierge-level service, ensuring any ask of our members is minimal (including paperwork).

Please visit our website at www.preparedretirementinstitute.com to learn more.

Title: Paraplanner

Qualifications

- Candidates must have Bachelor’s degree.
- 3+ years of relevant work experience - financial planning, accounting, or other equivalent
- Licensed to trade - Series 65 or CFP, preferred

Role Requirements

- Ambition – Candidates should possess a constant desire to learn and passion for financial planning.
- Organization – Capable of multi-tasking and completing tasks in the assigned time frame.
- Attention to detail – The ability to complete forms accurately and communicate clearly, particularly in writing.
- Compliance – A willingness to document client correspondence manually when necessary, and conform to all other SEC regulations.
- Consideration – Be committed to checking our systems for information before interrupting a team member’s work day. Time is our most valuable asset and we make every effort to communicate asynchronously when possible.
- Reliability – When given ownership of a task/project, the team should feel confident knowing it will be completed on time.
- Aptitude for technology – An ability to effectively use our technology stack and the capacity to think strategically about ways we could use our existing software to better serve our clients.
 - Knowledge of financial software programs such as eMoney, Advyzon, Holistiplan, and custodial interfaces preferred.

Role Responsibilities

- Collects, reviews, and analyzes Client financial and lifestyle data to develop a financial plan best suited to individual clients' needs while in accordance with fiduciary guidelines set by regulatory agencies (SEC, FINRA, etc.).
- Utilizes eMoney and Monte Carlo analysis to design cash-flow, tax and estate planning strategies advisors may use with clients to achieve their financial goals and objectives.
- Identifies and keeps abreast of new market trends, financial products, and legislation.

- Maintains detailed client records in PRI databases (eMoney, Advyzon, Holistiplan, etc.) in order to comply with Federal, State, and local regulations.
- Produces PRI-branded financial report deliverables with a high degree of accuracy and attention to detail.
- Works with advisors and support staff to implement the financial plan selected by client.
- Adheres to the PRI Client Segmentation guidelines, Client Lifecycle processes and follows the PRI Ongoing Service Calendar.
- Utilize workflows and activity templates in the CRM and constantly be on the lookout for ways to improve our current processes.
- Manage all client forms digitally, scanning files when necessary and ensuring forms are saved in accordance with firm guidelines in the company's shared drive (SharePoint).
- Help to manage our firm's portfolio management software (Advyzon) to ensure that household portfolios are accurately tracked and reported, maintaining consistency across systems.
- Be willing to accept any administrative tasks that allow our Advisors to focus on their clients.
- Help recruit, hire, train, and manage others on the Financial Planning or Client Service team as the firm continues to grow.

Career Path

For those who wish to pursue rigorous licensing exams, a successful Paraplanner will have the opportunity to grow into a Financial Planner role, followed by Associate Financial Advisor, before potentially graduating to a lead Financial Advisor role. Path to partnership is available to interested candidates who qualify.

Additional career paths may become available as the firm grows.

Schedule and Location

Full-time, 40 hours per week, Monday to Friday, typically spanning a portion of the hours of 8:00am ET and 5:00pm ET. Primarily on site in Montgomeryville, PA (105 Montgomery Ave., Suite 1053). Hybrid and remote work opportunities may be available.

Professional Compensation

- Base salary - \$60,000-\$80,000+ per year, placement within this range is dependent on education and experience
- Bonus compensation. Potential for bonus pay available (based on a non-exclusive variety of factors including \$ revenue served, number of clients served, performance evaluation, and time in service).
- 401(k) - Company contribution of up to 4% annually; contributions are fully vested immediately
- Federal holiday pay - Observed in accordance with the NYSE holiday schedule
- Personal time off (PTO) - Generous PTO policy based on role and time in service
- Medical, dental, and vision insurance available with an employer subsidy
- Professional Development & Training - Robust onboarding, ongoing training, and access to firm leadership; opportunities to participate in the Investment Committee, Business Development Committee, and cross-functional initiatives
- Additional Perks - Collaborative culture, career-path support, Summer Fridays (early office close), and the opportunity to grow within a fast-scaling, client-centric RIA

Interested candidates may submit their resume and a cover letter to hello@pri-llc.com.