

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: Portfolio Administrator

Qualifications

- Candidates must have Bachelor's degree
- 3+ years of relevant work experience - financial planning, accounting, or other equivalent
- Licensed to execute trades - Series 65 or equivalent (ChFC, CFP, etc.) required
- Exceptional written and verbal communication skills required

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

- Execute daily trading activity across client accounts, ensuring alignment with portfolio models, client objectives, and trading best practices.
- Monitor and maintain portfolio models, including updates to asset allocation strategies and implementation across client accounts.
- Conduct regular portfolio rebalancing in accordance with firm policy, market conditions, and client-specific investment objectives.
- Identify and execute tax loss harvesting opportunities in coordination with financial advisors to optimize client after-tax returns.

- Generate periodic and ad hoc performance reports for internal use and client-facing deliverables.
- Support the preparation of customized asset allocation analyses and forward-looking financial projections for client presentations.
- Collaborate with financial advisors to interpret portfolio diagnostics and deliver investment insights that support client discussions.
- Ensure securities are classified and reported accurately in our portfolio management software, Advyzon.
- Research and evaluate new investment opportunities across asset classes, conducting due diligence to support potential inclusion in firm-wide portfolio models.
- Maintain trading and portfolio data integrity across systems, ensuring accurate reconciliation and reporting.
- Manage the end-to-end client billing process, ensuring accurate calculation, invoicing, and collection of quarterly management fees.
- Assist with compliance-related trading reviews and documentation as required.
- Continuously monitor market conditions, fund changes, and economic data to inform portfolio decisions and tactical recommendations.

Career Path

A successful Portfolio Administrator will have the opportunity to grow into an Associate Financial Advisor role, before potentially graduating to a lead Financial Advisor role or other Executive position. Path to partnership is available to interested candidates who qualify.

Additional career paths may become available as the firm grows.

Schedule and Location

This exempt position is 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 - \$65,000-\$100,000+ 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 that may include 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.