PREPARED RETIREMENT INSTITUTE
EDUCATE.PREPARE.MANAGE.

215-997-5700
105 Montgomery Ave., Suite 1053
Lansdale, PA 19446

Firm Description: Based in the Philadelphia-metro area, Prepared Retirement Institute is a fee-only 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

Manager: Megan LeBarron

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 posses 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 industry software programs such as Advyzon, eMoney, Schwab Advisor Center, and DocuSign, preferred.

Role Responsibilities

- Execute daily trading activity across client accounts, ensuring alignment with portfolio models, client objectives, and trading best practices.

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- 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 Analyst 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.

Additional career paths may become available as the firm grows.

Schedule and Location

Weekdays, spanning a portion of the hours of 8:30am ET to 4:30pm ET.
On-site, hybrid and remote work opportunities are available.

Professional Compensation

- Base salary - $75,000-$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 up to 4% matching, paid annually.
- Flexible schedule. Including holiday pay (see PRI Handbook).
- Personal time off (PTO). Based on time in service, see PRI Handbook.
- Hybrid schedule. Potential to work from home available.
- Employer-sponsored health insurance.
- Other perks. On the job training, professional development, equipment stipend (when applicable), Summer Fridays – early office closure.