


As a Financial Planner at ProsperiTea Planning you will be responsible for assisting in nearly every aspect of running the business.

#### Promotes Company Values:

-  Values & Vision
- Assists other team members in tilting towards values using peer management techniques

#### Financial Planner Duties:

- Give valuable information in a timely manner to fantastic clients who we really care about
- Create agendas for upcoming client meetings.
- Keep Financial Planning Overview document up to date (it's their one-page financial plan)
- Create and monitor client projects in CRM for papering, investing, tax & IRA-related projects, and "Buying Product for Clients" projects.
- Update client workpapers for meetings, including Sources & Uses of Cash
- Create client workpapers like GAIO and Distribution Policy and Investment Policy.
- Write up notes and email them to client after client meetings
- Approve client renewal fees
- Log complaints or praise you're aware of first
- Answer client questions in emails where possible

#### Investment advising Duties:

- Monitor portfolios to see if they're out of balance.
- Create trade proposals, get them approved, and make the trades.
- Update formularies with best choices to use, backtesting portfolios to make sure they're as robust as they can be.
- Make sure asset allocations are correct in the workpapers (i.e., MPACX is 50% emerging.)
- Handle investment objectives for differing clients: some want ESG, some want AAll, some want bitcoin or Tesla...

#### Tax advising Duties:

- Build bond ladders and other parts of a distribution policy.
- Help with the tax practice: data entry, QES, tax notices, tax planning process...

#### Other duties as required:


- Do whatever work the [paraplanner](#) would do when the paraplanner is on vacation.
- Stay up to date with new things: get your continuing education in. Get your ethics in.

#### Human Resources:

- Work with assistant and firm principal to keep things running smoothly
- Update and maintain company manuals / SOP's
- Vet and train potential employees

#### Marketing & Prospecting Duties:

- Advise on marketing pushes
- Help develop preferred client avatar
- Meet with and Approve prospective clients.
- Approve quotes for prospect clients

Accounting Duties:  Accounting Job Expectations CURRENT

- Approve management fee submissions
- Approve invoices to go out
- Help create [metrics worksheets](#) for quarterly business meetings

Management Duties (for Managing Partner):

- Update ADV annually.
- Prepare job descriptions and determine hiring plans
- Approve Objectives and Key Results / assign tasks to staff
- Choose vendors and custodian
- Manage insurance policies
- Manage registrations
- Manage bank accounts
- Approve continuing education / travel plans.
- Do any accountant duties not done by the paraplanner
- Set fee structure
- Determine quarterly business improvement goals