

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

Paraplanner Duties:

- Create workpapers for prospect clients using LaserApp or downloaded forms.
- Create quotes for prospect clients.
- Fill in specifics for contracts using templates provided for new clients and prospects.
- Create and fill any and all onboarding paperwork / custodian forms.
- Create and monitor client projects in CRM.
- Sit as second chair in client meetings to assist with any projects that need to be created.
- Update client workpapers for meetings, including Net Worth and Rebalance Workpaper.
- Create client renewals: calculate fees, prepare updated contracts and invoices.
- Answer client questions in emails where possible.
- Manage asset allocation assignments in Capitect and MoneyGuidePro.
- Update "[Stocks to Monitor](#)" list, watching for things that need to be sold in the active positions people brought with them into the practice.
- Reconcile trades actually made with trade proposals.
- Prepare statements for clients wishing them mailed.
- Prepare performance reports in Capitect.

Human Resources:

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

Accounting Duties (may or may not be included in this position):

Accounting Job Expectations CURRENT

- Run Accounts Receivable
- Do General Ledger accounting
- Reconcile all accounts monthly
- Prepare management fee submissions
- Prepare invoice submissions
- Prepare [metrics worksheets](#) for quarterly business meetings