WETHERBY

ASSET MANAGEMENT

Open Position: Senior Investment Associate with Insurance or Annuity Experience

Location: San Francisco
Reports to: Wealth Manager
Status: Full-time
Benefits: Health, Vision, Dental, Disability Insurance, 401k/Profit Sharing, PTO, Education Reimbursement.

The Firm: Wetherby Asset Management is a San Francisco-based wealth management firm founded in 1990. The firm is 100% privately-owned and currently has 67 employees. Minimum account size is $10 million and our assets under advisement total over $4 billion. Wetherby provides wealth management services to individuals, family groups, pension plans, foundations and endowments. Wetherby takes a disciplined approach to managing assets and is dedicated to providing our clients with the highest level of service, and investment and wealth planning expertise.

Job Description: The *Senior Investment Associate* will support a team of wealth managers in servicing client relationships. The successful candidate will serve as the company's point person for relevant insurance and/or annuity topics and issues. This person will be responsible for reviewing client documents and will also conduct internal trainings for the broader team. If you have established knowledge and experience in insurance and/or annuities with no wealth management experience, but are interested in establishing a career in wealth management, you could be an excellent fit for our team.

The functions and responsibilities of this role may involve:

- Providing support to wealth managers in their role of serving clients;
- Communicating effectively and concisely with clients and responding to clients questions as required.
- Preparing error free materials/reports for client meetings;
- Executing trades on behalf of clients without error for wealth managers;
- Responding to ad hoc client requests via phone, e-mail or in person;
- Preparing complex analysis in support of client and firm requests;
- Using goals-based planning program for client financial projections;
- Listening in on weekly investment committee meetings; and
- Managing work-flow/prioritize projects.

In a candidate's given area of expertise, this role may involve:

- Assisting Wealth Managers on area-specific analyses for clients or prospects;
- Educating and training wealth managers and associates on your area of expertise;
- Reviewing a client's current situation and make recommendations for improvements; and
- Writing white papers and articles on area-related developments and/or issues for our newsletter.

Qualifications: The ideal candidate will have:

- A 4-year college degree and strong analytical skills.
- 3 to 5 years of experience in the wealth management/advisory/consulting industry or related industry (including, but not limited to, tax planning, insurance, annuities, impact investing, or retirement planning),
- General knowledge of markets and financial planning.
- Knowledge of different security types and behavior including alternative investments (AIs).
- Knowledge of financial operational processes in serving clients.
- Excellent organization, communication and interpersonal skills, and ability to take immediate ownership of his/her work.
- Strong work ethic and be a team player.
- CFA, CFP or other advanced qualifications are a plus (but not required).
- A solid mastery of Microsoft Office suite (emphasis on Excel)

*Please submit a resume and cover letter in response to this job posting.

Compensation and Benefits:

Competitive salary commensurate with experience and skills. Annual bonus potential based on company and individual performance. Benefits offered include the choice of a PPO or HMO medical plan, dental and vision insurance, and HealthCPA services for the employee and their family. Wetherby pays 100% of the employee's medical insurance and contributes to the employee's Dental and Vision insurance. HSA and FSA plans are also offered. Retirement plan profit-sharing contributions made quarterly by Wetherby after one year of employment. Educational reimbursement, including partial sponsorship of the CFP and CFA with manager approval. Generous PTO policy. Flexible work hours. Professional yet relaxed working environment where open communication is paramount. Open office space plan centrally located in San Francisco's Financial District near BART, Muni and cable cars. Team and semi-annual firm wide outings.