Analyst, Wealth Planning & Investments

Reports To: Director of Operations (in close coordination with Senior Advisors)
FLSA Status: Exempt
Location: Office location: Alpharetta area / hybrid schedule

About the firm

This firm is a registered investment advisory (RIA) firm providing integrated tax, financial, and estate planning services to individuals and families. The team takes a coordinated approach to wealth management, bringing planning, investments, and tax strategies together to help clients achieve their long-term goals.

Position Summary

The Analyst, Wealth Planning & Investments, plays a hands-on, cross-functional role supporting the firm's advisors and trading team. This position blends financial planning support, portfolio trading and implementation, and trading operations, and is well-suited to someone who enjoys variety and seeks exposure to nearly every part of the wealth management process. The position gathers client financial information, helps build and present financial plans, and implements the resulting investment and planning strategies, working closely with Senior Advisors and Operations throughout. This is not a lead trader role; more of a planning role, but will execute and support trading and portfolio implementation under the direction of the firm's lead trader and senior advisors.

Key Responsibilities

Financial Planning Support

- Gather and organize client financial data (income, assets, liabilities, insurance, estate documents, etc.) in preparation for planning meetings.
- Build, update, and help present comprehensive financial plans using the firm's planning software.
- Assist Senior Advisors in translating planning recommendations into actionable next steps for clients.

Portfolio Trading & Investment Implementation

- Execute trades and rebalances across client accounts under the direction of the lead trader and Senior Advisors.
- Implement new portfolios, model changes, and investment strategies resulting from financial plans or advisor recommendations.
- Support tax-aware trading practices, including tax-loss harvesting and coordination with the firm's tax planning team.

Advisor Collaboration & Project Work

- Serve as a key point of contact between Senior Advisors and Operations, ensuring client requests and strategies are implemented accurately and on time.
- Participate in firm-wide projects such as process improvements, technology or custodian transitions, and compliance initiatives.
- Take on ad hoc analysis and special projects as assigned.

Qualifications

- 2+ years of experience in wealth management, financial planning, or investment operations at an RIA
- CFP® certification, or actively working toward CFP® certification, required.
- Working knowledge of financial planning software (e.g., eMoney, MoneyGuidePro, RightCapital) and portfolio management/trading platforms (e.g., Orion, Tamarac, Black Diamond).
- Familiarity with custodial platforms (e.g., Schwab, Fidelity) and account opening/transfer processes.
- Strong Excel skills and comfort working across multiple systems and data sources.
- Excellent attention to detail and organizational skills, with the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills, with the ability to work directly with Senior Advisors and, at times, clients.
- A collaborative, team-oriented approach and willingness to take on a wide range of responsibilities.

Please contact Shari Cown at shari@scconsultingsvcs.com for more information.