



Job Title: Financial Advisor
Department: Sales
Reports To: Relationship Manager

Summary:

- Leverage fee based financial planning tools to help clients reach their personal education, business, retirement, and estate planning goals.
- Conduct Investment, Insurance, and Estate Planning sales within a defined territory.
- Provide Financial Education services to Credit Union Members.

Education

- Bachelor's Degree (BS) from four-year College or University: or associate degree (AAS) from two-year College or equivalent job experience.
- Possess valid FINRA and State Insurance licensing certifications (Series 7, Series 65 or 66, and Life and Health Insurance).
- Certified Financial Planner (CFP) designation preferred: Credentials recommended.

Qualifications and Experience

- Need five or more years of experience in related financial planning/sales field; or equivalent combination of education and experience.
- Possess a clean credit and U-4 CRD history.

Knowledge and Skills

- Excellent organizational and time management skills. Ability to work independently and consistently with minimal or no direction and proactively demonstrates initiative.
- Excellent interpersonal/communication skills.
- Pays close attention to detail with a high degree of accuracy.
- Excellent grammar skills to initiate, interpret, and compose documents. Basic math skills. Maintains high level of confidentiality. Ability to develop excellent presentation materials.
- Excellent decision-making/problem solving skills relating to highly diversified, most complex financial planning issues. Utilizes computer, general office equipment.

Essential Duties and Responsibilities

- Conduct prospective client interview, implement the client's financial plan, and provide servicing appointments with commitment to client satisfaction.
- Perform pro-active prospecting activities to Credit Union members and Prospecting outside the financial institution in order to bring in new member relationships.
- Maintain and document, via Sales Force, regular client annual review meetings to enhance client relationships and to identify additional sales opportunities i.e.: Insurance, Estate Planning, and Financial Planning.
- Provide consistent training to Credit Union personnel.
- By implementing contests, lobby days, and new business development.
- Provide monthly branch training.
- Follow weekly branch rotation schedule as directed.
- Follow credit union policies for compliance with all laws and regulations, specifically, but not limited to, the Bank Secrecy Act, Security Policies and Confidentiality Policies.
- Perform all related job duties and office operations in accordance to established Credit Union and broker dealer policies and procedures.
- Utilize all technology and fact-finding profile forms as required for compliance review including Branch Net and Salesforce.