FJY FINANCIAL

Position Description: Operations Associate
Location: Reston, Virginia

Job Summary

The Operations Associate is a back-office/support position that provides a wide range of office and advisor support for our team. Responsibilities include portfolio administration, trading, data maintenance, and compliance support. This position has no decision-making authority on client matters. Associates have ample opportunities to be involved in various aspects of the firm – including technology, research, internal committees, client outreach events, and firm-wide projects.

Duties and Responsibilities

Operation Associates can expect to focus their work in the following areas:

- Custodian Intermediary
  - Prepare new account applications and supporting documents, including e-signature envelopes through Docu-Sign;
  - Create, review, submit, and monitor all signed custodial documents; Update and coordinate with client teams through setup and transfer processes;
  - Review client transactions and activities; Manage all custodian alerts, promptly and accurately work to resolve account issues.
- Data Maintenance
  - Maintain and update deliverables, templates, and sequences within our CRM;
  - Set-up and maintain accounts and groups in firm's portfolio management system;
  - Keep client information up to date across all technology platforms.
- Cashiering and Trading
  - Complete cashiering and money movement requests as directed by advisors;
  - Execute trades at the direction of advisors daily;
  - Ensure daily trade files are reconciled; follow error correction procedures quickly and efficiently;
  - Collect Required Minimum Distribution (RMD) information from custodians and run reports for advisors to ensure distributions.
- Portfolio Management
  - Create and monitor audits of systems and information; Use reports to ensure accurate data and timely client-service;
  - Assist clients with access to their client portal.
- Compliance Support
  - Assist with the annual SEC filing requirements by running data audits;
  - Run reports for the annual Custody Audit.
- Maintain firm conventions and clean filing within our document management system

Qualifications

The Operations Associate position typically requires the following qualifications:

- Excellent written and verbal communication skills
- A high level of organization and ability to multi-task and prioritize
- Strong computer skills and aptitude for technology
- High attention to detail and accuracy
- A client-first attitude
- Strong interpersonal skills and the ability to interact with other FJY employees, vendors, and custodians
- Ability to work both independently under time constraints, and with a team developing ideas
- Self-confidence, personal integrity, and an understanding of fiduciary responsibility
- Able to navigate through unexpected challenges and bring viable solutions back to the client team
- Comfort creating and delivering training on new processes and technologies
- Desire/ability to work successfully in a small company environment
- Bachelor's Degree from an accredited college or university
- Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook, as well as client relationship management (CRM) and portfolio management (PM) software

Salary and Benefits

Pay/benefits are competitive based on industry standards.

- Salary: Based on experience
- Bonus: Eligible for FJY incentive bonuses (both individual and firm-wide)
- Benefits: Includes dental, vision, & health insurance, 401(k), charitable contribution benefit, health club reimbursement, and other benefits (see FJY employee handbook)
- Partial and/or full financial support for professional accreditation/continuing education requirements and other education/training opportunities (see FJY employee handbook)

About FJY Financial:

We are a fee-only financial planning and investment management firm based in Reston, Virginia with an office in Midland, Texas. Collectively, the principals have been providing financial and investment services for more than 65 years. The Firm's mission is to provide every client with the highest level of individualized service our profession has to offer. We customize our advice to each client, providing them with recommendations and implementation assistance to meet their specific goals and needs.

The Firm currently manages over $715 million in assets. Our clients consist of professionals, retirees, corporate executives, business owners, associations, and qualified retirement plans. The Firm's continued growth is primarily due to referrals from its existing client base.

This position provides an excellent opportunity for growth in the financial planning profession. The Firm strives to offer a rewarding career path, while providing valuable experience on a team that emphasizes team and learning. Please submit resumes and cover letters careers@fjyfinancial.com.

FJY Financial is an Equal Opportunity Employer