Position Title: Associate Financial Advisor
Position: Portland, OR
Employment Type: Full Time
Hours: Monday-Friday; 8am-5pm PST

Cascadia
WEALTH ADVISORS
www.cascadiawealthadvisors.com

The Opportunity: The Associate Advisor will play a critical role in serving existing clients at Cascadia Wealth Advisors. This position involves being the primary point of contact for assigned clients; handling regular account maintenance, investment recommendations, trading and investment advice and investment management; developing and delivering comprehensive financial plans. This role will also assist Senior Advisors with preparing for, participating in and following up on client meetings, and assisting with more complex planning cases. Responsibilities include managing client communications, analyzing investment portfolios, and contributing to firm initiatives. This position is ideal for someone looking to grow within a supportive and dynamic environment, with opportunities for professional development and career advancement. If you are passionate about providing high-touch service and building lasting client relationships, we invite you to join our team at Cascadia Wealth Advisors

About Us: Cascadia Wealth Advisors was founded with a deep-rooted passion for community and empowering individuals to achieve their financial aspirations. Based in Portland, Oregon, we are dedicated to delivering personalized service, fostering genuine relationships, and providing meaningful financial guidance. Our team takes pride in supporting and recognizing outstanding members who contribute to our growing enterprise. Visit our website here.

Key Responsibilities:

- Take a primary role in servicing specific assigned clients, offering advice, recommendations and service.
- Manages client communications and, to some extent, client relationships.
- Leads and supports client meetings– schedules meetings, prepares materials and follows-up with clients after meetings and updates the CRM Redtail.
- Analyzes prospective clients' investment portfolios and financial plans. Provide a lead support role in maintenance of investment portfolios. Assist with adding new accounts to existing model portfolios, along with periodic trading, rebalancing and updating of model portfolios.
- Help onboard new clients after obtaining detailed, accurate account and transfer paperwork information.
- Work with operations team to update client addresses, make updates to systematic distributions, make changes to retirement plan contributions and work to build relationships with key clients.
- Execute money movement and asset transfers as directed including client deposits, rollovers, withdrawals, and internal transfers while adhering to regulatory requirements and internal policies, utilizing security trading platforms such as Pershing and National Financial.
- Assist with client service items like beneficiary distributions and settling estates.
- Adhere to and perform necessary compliance tasks such as RegBI documentation.
- Other duties as assigned.

Qualifications:

- Minimum of 3 years of wealth management and/or financial advice experience; may include paraplanning, operations, etc.
- FINRA Series 7 and a 66 or equivalents
- Ability to work independently to serve a diverse client base with a mix of existing products and services including but not limited to direct held mutual funds, brokerage accounts, investment advisory asset management accounts, third-party investment managers and financial planning.
- Preferred:
- Insurance license to service existing fixed and variable annuity products
- Familiarity with security trading platforms such as Pershing and National Financial
- Familiarity with a CRM particularly RedTail
- Familiarity with a financial planning software such as Right Capital
- Excellent organizational and problem-solving skills, with attention to detail and follow
- through
- Strong work ethic, punctuality, dependability, professionalism
- Collaboration skills and the ability to thrive in a team-oriented culture
- Maintains high ethical standards and confidentiality, exercising discretion when handling
- sensitive information
- Ability to use common business software and applications such as Adobe Acrobat Pro,
- Microsoft Office Suite (Windows, Word, Excel, PowerPoint), etc.

Position Details:

- Benefit Eligible: Group health, vision dental plans, 401(k) retirement with employer contribution, paid vacation, sick, and holiday hours
- Opportunities for professional growth and development; including continuing education
- A supportive and inclusive work environment where your contributions are valued