

Position Title: Paraplanner
Location: Novato, CA
Position: In Office
Employment Type: Full Time; 40 hours; Monday-Friday

Overview:

The Paraplanner will play a vital role in supporting the financial planning process at New Aspect Financial Services. This position works directly with a Financial Advisor to deliver high quality client service and technical planning support. Responsibilities include preparing financial plans and client review materials, conducting investment research, and ensuring accurate data management across planning software and the CRM system. The Paraplanner will assist with meeting preparation, participate in client meetings as needed, and handle implementation tasks such as account openings, transfers, and rollovers. This role requires strong analytical skills, attention to detail, and the ability to collaborate effectively with the advisor and client service team to ensure seamless execution of financial strategies.

About Us;

New Aspect Financial Services provides a comprehensive suite of financial and retirement planning services tailored to individuals, families, and corporate clients. Their offerings include customized solutions for retirement programs, investment planning, estate planning, risk management, and employee benefits. The firm is dedicated to delivering superior, competent services with a focus on client success and integrity.

Job Responsibilities:

- Prepare client review materials and ensure that data required for review is accurate
- Lead the preparation for client meetings including drafting financial plans and recommendation with oversight from Lead Advisor and participate in meetings as needed.
- Apply firm-specific modeling techniques across various software platforms (eMoney, Bucket Methodology)
- Demonstrate technical understanding of each client's financial situation and planning objectives.
- Support the client onboarding process by completing financial plan and investment proposals within the appropriate software applications
- Collaborate with the Client Service Team to fulfill client requests efficiently.
- As needed, assist with client requests and prepare paperwork including, but not limited to, opening new accounts, closing accounts, transferring assets, deposits, withdrawals, Required Minimum Distributions (RMDs), etc.
- Conduct 401(k) rollover calls with limited supervision
- Identify outside assets and assist in the onboarding or transitioning of assets to New Aspect
- Support and deepen client relationships with limited oversight.
- Track all client updates and interactions in CRM (Redtail), as well as assign and complete client-related tasks in CRM via Workflows
- Other duties as assigned

Qualifications:

- Minimum 3 years of paraplanning, operations, administrative support in wealth management.
- Financial Paraplanner Qualified Professional (FPQP) designation required or willingness to attain within 6 months of employment.

- Preferred or willingness to pursue: FINRA Series 7.
- Familiarity with eMoney, Pershing (NetX360), Assetmark, Redtail preferred.
- Ability to work independently with a high degree of self-direction and adaptability, proactively managing multiple tasks and promptly addressing client needs.
- Strong problem resolution skills
- Detail-oriented with a high degree of accuracy
- Exceptional organizational skills: ability to multi-task and follow up to meet deadlines
- Highly competent computer skills and advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Zoom, Adobe Acrobat, RingCentral, Calendly
- Exceptional oral, written, and interpersonal communication skills
- Impeccable ability to maintain confidentiality and integrity
- Energetic, eager to learn, and willing to cooperate in a team environment as a team player

Additional Details:

- Full Time; 40 hours per week
- Benefits Eligible: 401(k) retirement plan with employer match contribution, Paid vacation, sick, personal, and holiday hours, health care stipend
- Long-term career growth opportunity for the right candidate to potentially transition into other roles within the firm with an established team of Fiduciary Advisors.