

Position Description

Title: Compliance Manager and Inside Counsel

Reports to: CEO, CCO/Managing Partner

Classification: Salaried Exempt

Benefits: Medical, Dental, Vision, Life, FSA, 401(k), Paid-Time Off, Paid Holidays

Job Summary

The Compliance Manager/Inside Counsel is a dual role that will focus on providing compliance and legal oversight and serve as a legal leader focusing on activities associated with the RIA and RIA clients. This individual will fully support the CEO and CCO in implementing the compliance program for the firm as well as providing compliance services to outside institutional clients. They will be responsible for risk management, compliance testing, regulatory filing, compliance programs, internal controls, legal oversight, counsel, and minimizing the risk to the firm and its clients. This individual will develop, manage and maintain compliance policies and procedures while maintaining current knowledge of all laws and regulations as they relate to investment advisory services.

Duties and Responsibilities

The Compliance Manager/Inside Counsel can expect to focus in the following areas:

- Directly work with advisory personnel, industry examiners, outside auditors, clients, law firms, and financial institutions as necessary.
- Develop, maintain, and update a compliance training program for all staff and advisors.
- Ensure published materials are updated and reflect current regulatory and legal requirements.
- Review and approve marketing materials including, but not limited to advertising, brochures, etc.
- Review and approve website content.
- Review email and other advisor communication channels.
- Enhance and maintain investment advisory policies and procedures and disclosures.
- Research compliance deficiencies and develop and implement corrective action.
- Research and stay up to date on federal, state and financial services laws and regulations to maintain accurate knowledge of current laws and regulations.

- Review the firms Compliance handbook to ensure all information is accurate and up to date according to current laws and regulations.
- Handle regulatory matters and filings and prepare and file regulatory forms and reports including ADV Part I, ADV Part 2A: Firm Brochure, ADV Part 2A: Wrap Fee Brochure and ADV Part 2B.
- Provide compliance consulting services to outside RIA clients of the firm.
- Train and update staff on changing laws and regulations.
- Perform risk assessment and compliance reviews, prepare annual review reports, establish and implement investment advisory compliance and surveillance processes and testing.
- Identify compliance issues and work closely with appropriate departments for resolution.
- Conduct reviews of various agreements related to the firms' advisory business and make updates as necessary.
- Attend and participate in industry conferences and seminars for continuing education purposes.
- Advise on securities laws and regulations, particularly the Investment Advisers Act of 1940.
- Advise on personnel matters and employment regulations.
- Draft, negotiate, and execute agreements and contracts on behalf of the company.
- Offer counsel and legal advice to executives and employees on a variety of legal issues.
- Coordinate with the Compliance department to ensure appropriate and accurate policies and policies.
- Utilize legal knowledge and skills to manage and mitigate potential risks.
- Draft and/or review firm contracts for services and employment.
- Identify and provide training to employees on legal topics as necessary.
- Draft policies and procedures and assist with implementation of compliance initiatives.
- Assist in litigation matters.
- Work closely with the Business Development team on advisor agreements and contracts.
- Review advertising and marketing material to ensure compliance with legal requirements.
- Stay current with industry trends and practices as they relate to the financial industry, technology, privacy, etc.
- Advise on contract status, legal risks, and the legal liabilities associated with contracts.
- Retain and manage outside counsel on specific legal matters as needed.
- Other responsibilities as assigned.

Requirements and Qualifications

- Law degree from an accredited college or university.
- Must be admitted to a recognized bar.
- Minimum 10 years compliance experience and 5 years law practice required.
- Series 65 or both Series 7 and 66.
- Regulatory compliance experience, including law and regulation interpretation.
- Strong negotiation skills with both legal and financial issues.
- Extensive knowledge of concepts, practices and procedures of the securities industry, preferably in the investment advisory business with a focus on registered investment advisers.
- Strong organizational and project coordination skills with the ability and experience to handle and prioritize multiple assignments and conflicting deadlines, while providing a high level of client service.
- Ability to work effectively under pressure with tight deadlines, with attention to detail, and the ability to handle conflict and negotiate resolution.
- Ability to be responsible for confidential and time sensitive material.
- Proficiency with windows-based software (e.g. Word, Excel, and PowerPoint) and Outlook is required.
- Excellent written and verbal communication skills – clear, concise and organized.
- Ability to work in a team-based environment, proactively covering and sharing task responsibilities with other team members.
- Be self-motivated, show initiative and creativity in all aspects of work (e.g. creating new methods to streamline tasks).
- Work independently with little supervision and knows when to ask for guidance, clarification, assistance.
- Possess a high level of professionalism, confidentiality, discretion and judgment.
- Team player, with strong coaching and listening skills
- Desire/ability to work successfully in a small company environment.