## Position Description

Title: Portfolio Manager

Reports to: CEO

Classification: Salaried Exempt

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

## Job Summary

The Portfolio Manager is primary responsible for portfolio trading and execution of advisors' model portfolios, research, due diligence, updating databases/platforms, rebalancer tool maintenance and updates, and some administrative support as needed. May participate in or develop investment strategies on his/her own. Ideal candidate has experience with Excel, CRM, Orion, Tamarac and Fidelity/Schwab/TD Ameritrade trading platforms.

## Duties and Responsibilities

The Portfolio Manager can expect to focus in the following areas:

- Serve as primary contact for prospects and internal advisors as it relates to our Asset Management program.
- Serve as Product Manager for Tamarac AV and Orion, Thompson Reuters, Rebalancer and other reporting/trading software while conducting software maintenance and training.
- Ongoing review of client needs, as well as being able to provide solutions to client issues as it relates to the services of the Asset Management department.
- Training of staff and advisors on all asset management software as necessary.
- Trading and execution of model portfolios designed by IARs or RIAs in the Asset Management program.
- Cash management for all portfolios under the Asset Management department.
- Quarterly drafting of market commentary.
- Monthly drafting of market report.
- Active participation in Executive Committee meetings.
- Responsible for completion of Prospect Presentations and Second Opinion Analyses.
- Client portfolio allocation monitoring/maintenance.
- Maintenance of performance composites.

- Updating databases/platforms.
- Managed account vendor due diligence.
- Custodian and Institutional client interaction for various trading, investment or support matters.
- Other responsibilities as assigned.

## Requirement and Qualifications

- Bachelor's degree from an accredited college or university. Preferably in finance.
- CFA or CFP required.
- Minimum 5 years investment management industry experience.
- Proficiency with windows-based software (e.g. Word, Excel, and PowerPoint) and Outlook is required.
- Very accurate detailed oriented person who can use (or be trained to use) Excel, CRM, Trading software and Tamarac/Orion and is self-motivated.
- Team player who is organized, trustworthy, analytical, and adaptable who can prioritize, be productive and follow a process (especially trading during market hours).
- Candidate who can juggle working for 3 direct reports in an environment that may appear low key but where standards and expectations are high.
- Strong analytical, 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.
- Solid strategic thinker and problem solver
- Excellent communication skills