

Job Title: Associate Advisor

Department: Wealth Advisory Services

Reports to: Senior Vice President

FSLA Status: Full time, Non-Exempt

Benefits:

- 401(K)
- 401(K) Matching
- ROTH 401(K)
- Adoption Assistance
- Dental Insurance
- Disability Insurance
- EAP Program
- Health Insurance
- Life Insurance
- Paid Parental leave
- Paid time off
- Volunteer for PTO
- Referral program
- Tuition reimbursement
- Vision insurance
- Wellness program
- Flexible schedules
- Remote work capabilities

Who we are:

The foundation of Harbour Trust is relationships. Over 25 years after its inception, our clients continue to be the focal point of our business. We help them achieve their financial goals by building strong and trusting individual partnerships.

As an independent Trust Company, Harbour Trust has enjoyed years of financial stability due to strong senior leadership. Our dedicated and experienced financial professionals combine their financial acuity, experience, and deep-seated sense of responsibility to manage each client's assets.

Harbour Trust adheres to the most strenuous regulatory standards ensuring that our clients can rest assured that their assets are in good hands.

What you will get:

The opportunity to gain an overall understanding of the industry, as well as how each division works together to provide outstanding quality service. You will learn to effectively manage clients' portfolios and build trusting relationships with select clients. Associates Advisors learn best practices to provide each client with personal attention and education. You will exhibit competence by ensuring accuracy and mitigating risks to HTC and clients. Through mentorship of an assigned Wealth Advisor, you will participate in the management of accounts and learn to satisfy internal and external client requirements and requests with care and integrity.

What you will do:

- Become acquainted with the functions of each division within the Company.
- Gain a hands-on understanding of the Operations Division including trade processing, client deposits and disbursements, transfers, and asset reconciliation.
- Work in the Middle Office to learn how to onboard and offboard clients, as well as master the DocuSign process.
- Learn to navigate the software and systems while shadowing the Client Service Specialists. Run reports and create report packets. Learn the difference between administrative and regulatory reviews. Conduct Reg 9s.
- Work with the Compliance Officer to gain an understanding of current regulations and risks. Run OFAC reports. Complete regulatory training requirements.
- Gain an understanding of how investment proposals are developed, implemented, and evaluated. Learn how investment plans are developed, trades are made, and portfolios are managed in the Investment Division.
- Act as joint administrator to administrate existing accounts under the leadership and mentorship of a Wealth Advisor.
- Assist in the preparation, analysis, and distribution of the clients' financial investment portfolios.
- Prepare financial planning documents to educate and inform clients of investment choices; prepare sample portfolio reviews.
- Provide investment guidance to clients to meet their individual goals and communicate the analysis and performance of current and prospective investments.
- Handles the operational functions of the individual clients' portfolios.
- Interpret and implement legal terms of trust instruments, court orders and other trust related legal agreements.
- Document client interactions and maintain contemporaneous notes.
- Draft and present discretionary distribution memos to Trust Administration Review as required.
- Review trust documents to determine income/principal distribution.
- Provides direct client services.
- Execute client bill payment, tax payments and any other disbursements for the benefit of beneficiaries or the trust.

- Monitor and report excess and overdrawn cash and correct as needed.
- Assist with administrative reviews.
 - Review account documents thoroughly before monthly meeting.
 - Gain proficiency of Reg 9 Reviews primarily through a mentoring relationship with assigned Wealth Advisor.
 - Participate in committees to audit, review and manage all current accounts.
- Develop a thorough understanding of current related estate, trust and gift tax laws and regulations through independent research and study.
- Gain and develop your own client base.
 - Participate in new business development efforts, such as community involvement.
 - Observe the care provided to current clients and become aware of its effects to generate and develop new lifetime and multi-generational clients.