



## MERISTEM FAMILY WEALTH

FAMILY BEYOND THE NUMBERS®

Meristem is a federally-registered investment advisory firm founded in 1999 with offices in Minnetonka, Naples, Scottsdale and a South Dakota based Trust Company. Meristem is a boutique firm with the scale and structure to serve multi-generational families in the management of their wealth and the development of their legacy. The firm is intentional about offering an alternative to working with large institutions. We place a high value on our independence. We focus on people first. As a service business, our people are our assets. Engaging our clients and employees is our highest priority.

### POSITION SUMMARY: SENIOR ASSOCIATE – CLIENT ADVISOR

The Senior Associate coordinates and manages information and operational aspects regarding client relationships. They support Client Advisors on the relational and strategic planning for clients and prospects.

#### I. ESSENTIAL JOB FUNCTIONS and DUTIES

To perform this job successfully, an individual must be able to perform each essential duty.

##### A. Client Relationships

- Supports high touch client relationships through managing project timelines, communicating with client team members and preparation of materials for meetings
- Supports Client Advisors by proactively identifying clients' planning needs
- Partners with client fiduciaries, attorneys, CPAs, etc. regarding client planning initiatives
- Monitors and coordinates execution of transactions and completion of client projects across client team

##### B. Financial planning and wealth management across all of Meristem's service offerings

- Assists Client Advisors by compiling financial information and preparing presentations for prospect and client meetings
- Conducts research and analysis with regard to client goals and objectives
- Assists in the coordination of client service needs and ongoing investment portfolio management
- Assists in monitoring client accounts to cover cash flow needs of clients

##### C. Operations

- Partners with the client service team to coordinate the servicing of investment accounts, the completion of financial transactions and the information needed for performance reports
- Partners with Associate Team Manager in development of associates
- Maintains a high level of compliance standards at all times
- Maintains organization of client action items and financial information

Other duties *may be* assigned

## **II. REQUIRED KNOWLEDGE, SKILLS and ABILITIES**

A. The requirements listed below are representative of the knowledge, skill, and/or ability required in this job position.

- Understands and complies with SEC and other Company required rules and regulations
- Demonstrates effective speaking and presentation skills
- Strong writing proficiency and excellent communication skills
- Demonstrates strong numerical aptitude
- Possesses outstanding organizational skills and the ability to manage and balance multiple projects simultaneously
- Demonstrates initiative, problem solving ability, adaptability and flexibility
- Ability to work independently without direct supervision
- Excellent interpersonal skills with the ability and desire to work on a team
- Proficient with MS Excel, Word and MS PowerPoint

B. Represent Meristem's Core Values

- Client-first mentality
- Passion for the craft
- Humble
- Driven to succeed
- Collaborative and responsible
- Evolving and innovative

## **III. MINIMUM EDUCATION and EXPERIENCE**

- BS in Financial Planning, BA in Financial Services, Business or related degree
- CFP® designation required; may consider other industry related designations
- Five years' plus experience in financial services or related industry
- Experience with Tamarac Reporting, Salesforce and/or MoneyGuidePro preferred

## **IV. PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing all duties of this job position, the employee must be able to work at least 8 hours per day, and must be able to communicate with the public. He or she is regularly required to sit; stand, bend from the waist, write, operate the computer and all office equipment, use the phone; speak intelligibly; and hear.

This job description is intended to describe the general nature and level of work being performed by employees assigned to this position. It is not intended to be an entire list of all activities, tasks and skills required of employees in this position.

DATE: March 2020  
SENIOR ASSOCIATE, CLIENT ADVISOR  
Fulltime/exempt  
Department: Client Advisory  
Reports To: Associate Team Manager  
Job Location: Minnetonka, MN

Signatures indicate agreement that this description accurately reflects job-related information.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date