Financial Planning Specialist
Clifford Swan Investment Counselors
Pasadena, California

Firm Overview

Clifford Swan Investment Counselors is an independent, 100% employee-owned registered investment adviser serving high net worth individuals, families, and nonprofit organizations. With over $3.8 billion in assets under management and approximately 950 clients, Clifford Swan is committed to providing objective investment management based on rigorous investment research and financial advice with personalized, responsive client service. Clifford Swan embraces a culture of mutual respect among colleagues, staff and leadership who remain rooted in the clarity of our founders' timeless values – client-first focus, highly personalized service, attention to detail, and complete commitment to our clients' financial success.

Position Overview

The Financial Planning Specialist works within a collaborative culture of experienced investment professionals and client service specialists to deliver wealth management services to Clifford Swan clients. As Investment Counselors, we are committed to a fiduciary standard of care in providing objective, professional investment advice and portfolio management to our clients. In this role you will collaborate with investment counselors to support the firm's financial planning offering. Your responsibilities will include gathering essential client data, utilizing financial planning software, preparing client-ready presentations and working with external professionals. This is an internal position which does not require building a book of business or achieving direct business development objectives. This role requires a working knowledge of employer benefits including stock plans, executive compensation, retirement plans, tax returns, intergenerational wealth transfer, philanthropy and insurance products.

Job Responsibilities

- Engage directly with clients to collect comprehensive financial data, including assets, liabilities, income, expenses, and financial goals
- Enter and maintain client information in financial planning software and other technology platforms to create a solid foundation for financial analysis
- Synthesize information and produce financial plans to assist investment counselors in creating strategies aligned with client's objectives
- Prepare clear and professional presentations that effectively communicate financial plans and recommendations to clients
- Communicate with other financial professionals, including CPAs, estate planning attorneys, and insurance professionals, to gather data

Qualifications

- Certified Financial Planner (CFP) Candidate and CFP course completion
- Minimum of 5 years of work experience with industry experience
- Strong analytical skills and the ability to synthesize complex financial data
- Excellent communication and interpersonal abilities
- Proficiency in financial planning software
- Thorough knowledge of financial products, investment strategies, and industry regulations
- Proven ability to work independently and demonstrate strong problem-solving skills
- Exceptional ability to prioritize competing tasks and meet deadlines effectively
- Knowledge of Orion, Salesforce, Microsoft Office
- Candidates must be eligible to work in the United States without sponsorship or restrictions

Expected base salary for the role will generally be $70,000 – 90,000 per annum at the commencement of employment. However, base salary if hired will be determined on an individualized basis and is only part of the total compensation package, which, depending on the position, may also include other forms of compensation such as, discretionary bonuses, incentive packages, and firm-sponsored benefit programs.

All applications must include a resume and cover letter. Please send this information to Gretchen Lee via email at GLee@cliffordswan.com.

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