



GENOVESE BURFORD & BROTHERS

BUILDING TRUST. BUILDING WEALTH.

Position: Client Service Associate

Dept.: Wealth Management

Location: Sacramento, CA office

Status: Non-Exempt, Full-time

Founded in 1987, Genovese Burford & Brothers (GBB) is a leading independent wealth management firm based in Sacramento, CA. We offer financial planning and investment management services to individuals, families, and institutions, and retirement plan services to businesses.

GBB is growing, and we are seeking a Client Service Associate (CSA) to join our financial advisory team. The CSA is expected to work closely with Financial Advisors, clients and custodians to deliver superior levels of service to our clients. Successful CSAs create trust and a connection with clients, and also anticipate Financial Advisor needs to improve efficiency and allow the Financial Advisors to focus on providing advice to clients. The CSA must fit within our culture of integrity, teamwork, and putting clients' interests first.

Primary responsibilities may include the following, among others:

- Serve as primary point of contact for clients, and route client requests appropriately
- Set up and maintain new client accounts; compile and complete necessary paperwork for custodians, our broker/dealer, and the firm
- Track deliverables requested by clients to completion
- Execute regular tasks such as asset transfers, distributions, preparation of reports, client registration changes, address changes, beneficiary changes, and cost basis updates
- Attend client meetings as needed, prepare client account information, present position relevant information
- Archive client information and correspondence in an organized manner consistent with firm practices
- Set up and maintain client data, updates, notes, and mailings in CRM software

- Schedule client meetings in coordination with Financial Advisor availability
- Provide trading support
- Perform proactive outreach calls to check in with a set number of clients per week
- Assist with the daily download of accounts into portfolio database
- Assist with quarterly reports
- Assist in developing efficient processes that satisfy Compliance regulations
- Provide back-up support for other CSAs

Minimum requirements for consideration for the Advisor Support Associate role are:

- Resume and cover letter
- Clean criminal and regulatory record

Strong candidates will offer the following:

- Bachelor's degree from an accredited college or university
- 2-3 years of work experience in a client-facing role, preferably in financial services
- Business or economics background with some degree of financial fluency
- Excellent problem-solving skills and the ability to work independently
- High level of organization and attention to detail
- Ability to prioritize tasks and to manage multiple reporting relationships well
- Excellent communication skills
- Service orientation
- Team player, collaborative, able to work with others
- IT skills – experience with Excel, formatting Word and PowerPoint documents, and CRM software is a plus
- 3.0 or higher GPA
- Willingness to pass successfully the FINRA Series 7 and 66 licensing exams within one year of employment with the firm

GBB offers competitive compensation and benefits, commensurate with experience. Genovese Burford & Brothers is an equal opportunity employer. For more information, visit us at www.gbbwealth.com/careers.