



# GENOVESE BURFORD & BROTHERS

TRUSTED WEALTH ADVISORS

**Position: Operations Lead**

Dept.: Corporate

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 an Operations Lead (Ops Lead) to join our financial advisory team. The Ops Lead will work closely with Financial Advisors, Client Service Associates, Traders, and Compliance staff to improve productivity and the quality of our systems and processes. **This role is for a “doer,” not for someone whose modus operandi is to lead and to delegate front line work to other team members.** The person in this role must be able to work across functional areas of the organization and a variety of personality types to manage disruptive change in a way that engages co-workers. The person in this role must fit within our culture of integrity, teamwork, and putting clients’ interests first.

This person reports to the Chief Operating Officer (COO) and our Wealth Management Operations Committee and works closely with our Chief Compliance Officer (CCO). The Ops Lead’s mission is to deliver an outstanding client and employee experience from an operational perspective. He/she has a focus on increasing productivity and efficiencies through process improvement and technology innovation. Primary responsibilities may include the following, among others:

- **Technology Platform Management:** Execute the firm’s technology strategy and lead the firm’s technology activities, both for optimizing current systems and implementing new systems.
  - With Wealth Mgmt. Ops Committee, help identify core business needs and opportunities for improvement in the current technology platform.
  - Make recommendations to the Wealth Mgmt. Ops. Committee on technology platform improvements and enhancements, in line with company objectives. Keep up with a constantly evolving technology landscape.
  - Set appropriate timelines and deliverables for those projects.
  - Lead the processes for vendor selection, communicate with Wealth Mgmt. Ops and Partners to facilitate decision making, and build and maintain productive relationships with those vendors.
  - Lead and execute implementation of platform technology initiatives such as Office 365, CRM, Document Management, and others as needs evolve.



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- Conduct ongoing training in use of systems, and educate firm on new features and best uses. Be the go-to person for questions and issues with our technology platform.
- Lead and execute systems conversions and migrations.
- Ensure technology expansion is efficient and easy for employees to learn and manage, and that disruptions from changes to technology are minimal and infrequent.
- This person is the go-to person for issues that crop up in the use of our information technology and software.
- Support the CCO in our efforts to improve the firm's cybersecurity.
- Work Flow and Productivity: Collaborate with Client Service Team and Trading Team on continuous improvement and productivity of work flows, leveraging current and new technology.
  - Help develop department processes and procedures for improved client and staff experiences.
  - Communicate to organization on optimal policies and procedures.
  - Provide continuous training for the adoption of best practices firm-wide.
  - Set parameters to judge how efficiently and effectively the organization is operating.
- Data Management: This person is the "Data Guru," who can troubleshoot issues that arise and ultimately answer for the accuracy and integrity of overall client data.
  - While the Trader is responsible for inputting daily data into the system, the Ops Lead is the co-worker of first resort to solve problems, resolve questions, and provide feedback to Client Service and Advisors on issues in process.
  - Support all investment data functions and activities, including portfolio accounting, performance reporting, multiple custodian asset aggregation and reconciliation, cost basis accounting and reporting, etc.
  - Work with the Trader in evaluating processes and tools for improving the efficiency and accuracy of our data.



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Minimum requirements for consideration for the Ops Lead role are:

- Resume and cover letter
- Clean criminal and regulatory record
- High school diploma or equivalent

Strong candidates will offer the following:

- Bachelor's degree from an accredited college or university
- 4-6 years of work experience relevant to financial planning or wealth management
- Business or finance background with a high degree of financial fluency
- Either possess or are willing to earn either the FINRA Series 7 and 66 or Series 6 + 63 licensing exams within one year of employment with the firm
- Ties to the wealth and asset management industry, including, but not limited to, relationships with custodians, technology, data management and portfolio accounting solutions providers
- Industry knowledge: current on industry developments and technologies that can be leveraged to help the firm compete and drive profits
- Systems and process orientation: understand how the pieces of GBB's business fit together to provide insight on the best tools and processes
- Excellent problem-solving skills and the ability to work independently or with a team to troubleshoot issues that arise with systems and data
- High level of organization and attention to detail
- Ability to prioritize tasks and to manage multiple reporting relationships well
- Strong communication skills and a proven ability to manage change across multiple functional areas. Ability to work with and through colleagues, to drive initiatives to completion, cultivating buy-in to accomplish objectives and effect change as a team.
- Service orientation
- Team player, collaborative, able to work with others
- IT skills – Excel, Tamarac, Portfolio Center, Money Guide Pro, Document Management software and CRM software skills a plus

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