Position: Trader
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 Trader to join our financial advisory team. The Trader will work closely with Financial Advisors, Client Service Associates, and the Investment Committee to keep our client portfolios "on model" and to improve the efficiency of our portfolio management systems and processes. The Trader will oversee the trading and rebalancing of client accounts in conjunction with Financial Advisors, develop and manage the processes and procedures surrounding the trading software, and provide analytical research and custom reporting. **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 accomplish a mix of daily tasks and project objectives as part of our efforts at continuous improvement in the trading function. The person in this role must fit within our culture of integrity, teamwork, and putting clients' interests first.

The Trader reports to a pair of members of the Wealth Management Operations Committee and works closely with the Investment Committee. The Trader's mission is to execute on Financial Advisors' and Chief Investment Officers' direction for the investments of our clients, and to improve continuously the processes and systems around portfolio management. He/she has a focus on increasing productivity and efficiencies through process improvement and technology innovation. Primary responsibilities may include the following, among others:

- Trading: Manage and maintain information and activity in Tamarac Advisor View and Rebalancer, our portfolio management and trading/rebalancing software.
    - Prepare portfolio rebalancing for review and approval by advisors (both in Rebalancer and manually)
    - Execute trades (all trades, both manual and through Tamarac)
    - Validate trades are conducted in clients' best interest prior to submitting
    - Reconcile trades, check open orders
    - Raise cash, reset cash reserves
    - Compile and create daily trade file
    - With Financial Advisors, set dollar cost averaging buy calendars

- Execute Advisor directions to inscribe clients in correct model portfolio, make model changes when necessary.
- Validate that cost basis information has come over properly from previous custodian, track down cost basis info and input as necessary.
- Report and document realized capital gains and client tax loss carryover information.
- Set up client households and accounts in Tamarac and maintain up to date client information (model portfolio, billing group, household membership, etc.).
- Prepare analysis and collect research for GBB monthly investment committee meetings.
- Prepare custom proposals, reports, charts, graphs, tables and other visual aids in Excel, Tamarac, CRM, and Morningstar Direct for use in client and/or prospect meetings.
- Prepare and generate quarterly performance reports from Advisor View and ensure they are mailed out to clients.
- Upload reports to client portal.
- May include gathering data and informing investment product recommendations for advisor review, and possibly attending client meetings and presenting analysis.

- Data Management: The Trader is the "Data Guru," who can troubleshoot issues that arise and ultimately answer for the accuracy and integrity of overall client data.
- Input daily position data into the system timely and accurately. Solve problems, resolve questions, and provide feedback to Client Service and Advisors on data issues in process.
- Make daily report of all new assets transferring under GBB's management; work with Financial Advisors to ensure that cash balances above target thresholds are dispositioned in a timely fashion.
- 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 Ops Lead in evaluating processes and tools for improving the efficiency and accuracy of our data.

- Technology Platform Management: In support of the Ops Lead and specifically in areas relating to portfolio management systems, execute the firm's technology strategy, both for optimizing current systems and implementing new systems.
- Develop processes and procedures to utilize the full capacity of Tamarac.
- Make recommendations to the Wealth Mgmt. Ops. Committee and Ops Lead on portfolio management and trading technology platform improvements and enhancements, in line with company objectives.
- Set appropriate timelines and deliverables for those projects.

- Understand the changing strategies and plans of our vendors and their competitors, implications for GBB's future option set, and make proactive, optimal plans for the firm's trading technology. Keep up with a constantly evolving technology landscape.

Minimum requirements for consideration for the Trader role are:

- Resume and cover letter
- Clean criminal and regulatory record
- High school diploma or equivalent
- Ability to work from the hours of 7:00 AM to 4:00 PM

Strong candidates will offer the following:

- Minimum 3 years' experience in the financial services and/or investment advisory industry
- Bachelor's degree in Finance, Business, or related field
- Knowledge of investment products and markets
- A firm understanding of concepts, practices, and procedures in financial and investment management
- Proven ability to read, understand, and analyze financial documents and spreadsheets
- Demonstrated strong analytical skills and a passion for data
- **Attention to detail and a proven ability to execute repetitive tasks without losing focus or creating errors**
- Demonstrated good organizational, time management, and multitasking skills
- Ability to prioritize tasks and to manage multiple reporting relationships well
- Systems and process orientation: understand how the pieces of GBB's business fit together to provide insight on the best tools and processes
- Oral and written communication skills at a level effective for explaining complex problems clearly
- Interpersonal skills to interact successfully with advisors and associates - must desire to work as part of a team
- Ability to adhere to rules and regulations as stated and required by firm policy, and by FINRA/SEC
- Positive attitude and sincere willingness to learn and grow continuously
- Service orientation
- IT skills – superior Excel capabilities a must, and Tamarac, Portfolio Center, DST, custodial portal, Document Management software (Laserfiche) and CRM software skills a plus
- Series 7 and 66 preferred, necessary to earn in the first nine months on the job if not held as of hire date

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