About the job

About Litman Gregory and iM Global Partner

Founded in 1987 and based in the San Francisco Bay Area, Litman Gregory offers its services to individuals, families, and endowment and foundation organizations. Now a part of iM Global Partner, a worldwide asset management network, Litman Gregory Wealth Management benefits from a global network of professionals in 16 locations worldwide. Our relationships are built on trust, respect, and integrity and our research services are driven by strong asset allocation and manager selection expertise.

Excellence and quality are core to our values, and our team of people is focused on client-centered service and collaborative connections. We believe that **'Performance is born out of people'** and that is clearly the case for our team of hard-working, motivated employees. We are growing fast, and as we grow, so will you. We believe that our company provides an important opportunity for people to expand their skill set and make their mark.

We have very high standards for our work and our investments are for the long term. This philosophy is reflected in our hiring process. We work hard to find the right fit and as a result we have a team of high performing, motivated and creative individuals.

The role

The primary focus of the **Associate – Operations (Private Funds Group (PFG))** centers on ensuring an exceptional customer experience for Wealth Management clients receiving private alternative investment allocations as directed by their Litman Gregory Wealth Management advisor. Working as part of the Private Funds Group (PFG) team, the successful Associate attains understanding of private alternative investment products utilized by Litman Gregory clients, as well as the transactional, accounting, client reporting and regulatory responsibilities related to these investments. The Associate collaborates with various internal teams, custodians, and private alternative investment security issuers to ensure that clients' private investment activities are executed in a timely manner and that all transactions related to those investments are processed and reported on accurately.

The Associate – Operations (PFG) role is essential to the efficiency and success of the Wealth Management Services team. The Associate works in partnership with Advisors, Client Service Associates, Operations, Compliance, and Research team members in a client-focused environment utilizing exceptional attention to detail, organizational, communication, and execution skills. The successful Associate is passionate about serving clients, maintaining accurate data, and understanding the mission and priorities of the Litman Gregory Wealth Management business to support Wealth Advisors and clients at increasingly higher levels.

Responsibilities

- Reference and understand private offering document terms, investor suitability questions, and security issuer correspondence and transactions for private alternative investments approved for Litman Gregory Wealth Management clients
- Respond to client and advisory team requests related to private alternative investments
- Understand the relationship and responsibilities of custodians with regard to private alternative investments.
- Monitor reporting and transaction processing at the custodian, ensuring that client online views and statements reflect correct information. Facilitate corrections and follow up on problems.
- Use proprietary databases, Canoe Intelligence software and Excel to maintain accurate and timely private alternative investment valuation and transaction accounting and reporting
- Prepare, deliver, and follow up on required documentation related to private alternative investments, including but not limited to:
    - New investments, withdrawals and terminations, subsequent contributions, and capital calls
        - Prepare letters of instruction for client signature as required by Litman Gregory, broker and/or security issuer
        - Coordinate new investment purchases with investment advisors, security issuers and clients, ensuring thorough and accurate completion of Subscription Agreements, Offering Questionnaires, Form W-9s and other required documents
        - Document updated transactions in CRM, file system and Excel spreadsheets
    - Address changes
    - Assignments/transfers of interest
- Regularly communicate, using both written and verbal methods as appropriate, with colleagues, advisors, clients, custodians, and security issuers. Must be able to exchange accurate information in these situations.
- Operate a computer and other office productivity machinery on a constant basis including copy machine, postage machine and computer printer.
- Electronically deliver private alternative investment tax forms to client and authorized-CPA document vaults
- Locate, reference, edit and create content stored in SharePoint document libraries such as procedures, reports, and shared documentation in coordination with Litman Gregory Wealth Management Operations Team
- Prepare client reporting related to private alternative investments ensuring that valuations and disclosures are up-to-date and verifying accuracy and completeness of reporting packages
- Track and confirm various tasks, transactions and project statuses using Outlook, CRM, and/or other collaboration tools
- Complete special projects on an as-needed basis
- Be able to understand and explain the firm’s various businesses

Qualifications

Required

- Work experience in financial services industry or academic background in finance
- Enthusiastic and positive approach to client service and problem-solving

- Excellent customer service skills via phone, email, and in-person, demonstrating professionalism, careful listening, friendliness, and eagerness to serve
- Proven track record of team collaboration and best-practice information sharing
- Excellent written and verbal communication skills
- High degree of individual initiative and job ownership to achieve goals without close supervision
- Excellent organizational and time-management skills; ability to multi-task and reprioritize work on an ongoing basis
- Strong attention to detail and high quality of work
- Proficient in Microsoft Office and Outlook

Preferred

- Experience with and understanding of investment concepts relating to private alternative investments
- Experience with a portfolio accounting system such as Tamarac and/or a CRM system such as Microsoft Office Dynamics preferred
- Bachelor's Degree preferred

Location

This primarily on-site role will be based in our Walnut Creek office

Litman Gregory and iM Global Partner are equal opportunity employers. We celebrate diversity and are committed to creating an inclusive environment for all employees. Litman Gregory and iM Global Partner encourage applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals withdisabilities.

If you are ready to join a team focused on excellence and ready to reap the rewards that come with it, then we invite you to apply with your resume and a short cover letter to **recruiter@lgam.com**.