Values. Wealth. Sustainability.

New York
San Francisco
Portsmouth

www.veriswp.com

National Client Services Associate
Job Description
Portsmouth, NH – (Location Negotiable)

Company Summary

Veris Wealth Partners is a leading impact wealth management firm. Founded in 2007, Veris serves individuals, families and foundations seeking market performance and social gain by aligning their wealth with their values. Veris delivers comprehensive wealth management, including investment management, trust and philanthropic strategies, with an emphasis on impact and sustainable investing.

There is a dramatic growth in the depth of understanding of sustainable practices. Corporations and individuals are viewing their own practices and those of others with new expectations. The business argument for sustainable solutions to global problems is gaining significant traction. This is creating new demands of wealth managers and investment advisors for sustainable wealth management and impact investment solutions.

Veris is a proud B Corp and Best for the World® Overall Honoree (2019, 2018, 2017, 2016, 2015, 2014, 2013).

Position Summary

The National Client Services Associate (NCSA) will be primarily responsible for the daily administration of the firm's private placement accounts which includes promissory notes, private debt, venture capital, sustainable timber, and other alternative investment funds. The administration includes updating market values and transactions in the performance system. The NCSA also assists in the onboarding of new private placement accounts for Veris clients, including the completion of new account applications and subscription agreements. The role provides support to all Veris offices and communicates with the Client Service Team, Wealth Managers, Partners, and other service providers to ensure efficient day-to-day operations at the firm and a high level of service to our clients and partners.

Essential Functions

National Private Placement Administrative Specialist

- Assist in the maintenance of firm-wide private placement control sheets
- Assist in the monitoring of reports for the National Client Service Team identifying upcoming renewals, new private placements onboarding, capital calls and redemptions
- Complete new client and renewal paperwork for private placements
- Complete capital calls and new private placement funding once cleared for cashiering
- Complete address, contact information, assignments and other informational updates for all client private placement accounts
- Update performance reporting for all private placements
- Monitor and respond to custodian email alerts to identify, resolve, and close client account issues relating to private placement investments
- Assist in the confirmation of client wire details for distributions from private placement managers
- Coordinate with private placement providers to ensure all clients receive appropriate documents and tax forms

National Account Support

- Assist in the maintenance of the client relationship management database
- Assist in the annual share class conversion audit
- Assist in tax season preparation including downloading tax documents from custodial platforms and updating tax tracker spreadsheets for select clients
- Assist in the firmwide communication strategy and tracking for ad hoc private placement requests such as approving changes in operating agreements, ownership structure and mergers and acquisitions

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Additional

- Provide backup NH phone coverage as needed
- Office and administrative support for the firm as necessary
- Provide backup mail processing for firm and employees if necessary
- Projects as necessary

Knowledge, Skills, Abilities

- Basic knowledge of investment account types and strategies
- Working knowledge of Microsoft Office, Word, Excel, Outlook, and Power Point
- Working knowledge of CRM and performance reporting systems

- Ability to work in a dynamic environment and be able to manage multiple tasks and responsibilities
- Excellent organizational, communication and computer skills
- Intellectual curiosity and a demonstrated ability to work collaboratively
- Interest in sustainability issues preferred
- Strong client service orientation and aptitude

Education and Experience

- Associates or bachelors degree preferred
- 1 or more years of experience working in a bank, brokerage or similar financial institution environment preferred
- Experience working with high net worth families preferred
- Experience with investment performance measurement and private placements preferred
- High level of interest in sustainable, responsible, and impact investing preferred

Physical and Mental Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. The firm will provide reasonable accommodation as needed.
- While performing the duties of this position, the employee is regularly required to sit, talk, hear, observe, type, see, use hands to finger, handle, or feel; bend or stoop; reach with hands and arms. Limited walking.

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Compensation and Benefits

Compensation will be determined by a number of factors including educational background and experience. Veris Wealth Partners has a generous benefits package that includes 100% paid health plan for employee and family, 3 weeks PTO, 24 additional hours PTO for volunteer time off, disability and life insurance, and the opportunity to participate in the firm's 401k retirement plan.

Application Instructions

To apply, please submit your resume, and a cover letter outlining your specific interest in this opportunity to Margie@newlevelresources.com with NH Veris/ National Client Services Associate and your name written in the subject line. Resumes will be reviewed as received.

EEO Statement

Veris Wealth Partners provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Veris Wealth Partners complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.