CREATIVE PLANNING

Title: Investment Manager

Location: Overland Park, KS

Job Description: **JOB SUMMARY**

Creative Planning's **Investment Manager** works under the Director of Trading & Investments as well as their assigned Senior Investment Manager. The Investment Manager's primary function is to supervise accounts for their wealth management team. They are responsible for management of the intended strategy, all trading, distribution requests, weekly tax harvesting reviews, opportunistic rebalancing and cash investment needs. A successful Investment Manager will monitor assigned accounts, meet department trading needs, and excel at performing all job duties as described below.

We do not accept resume submissions from third-party recruiters or staffing agencies. Please contact our recruiting team directly.

JOB DUTIES

- Responsible for all trades, distribution requests, and management to the strategy intended
- Setup new client accounts in portfolio management software and implement strategy
- Manage the accounts by reviewing each week for:
    - Tax harvesting
    - Opportunistic rebalancing
    - Cash investment needs
    - Cash generation and distribution needs
- Perform manual reviews for trading opportunities & document portfolio comments in the CRM
- Create Annual Review Packets for Wealth Manager Annual Reviews
- Create Detailed Recommendation Packets as requested
- Create Allocation Review Packets as needed for new account implementation
- Perform daily reviews for available cash to invest from daily deposit reports
- Perform daily reviews for risk issues as assigned
- Perform daily reviews for any NSF issues
- Manage integration with the ByAll Account platform and monitor investment options
- Implement changes to iRebal cash need reviews
- Implement changes to iRebal strategy implementation reviews

- Review iRebal positions marked DO NOT SELL and confirm accuracy before placing trades
- Communicate with both clients and advisors to explain trades and answer questions regarding investment philosophy and its implementation
- Prepare and send one-time Orion reports requested by clients, advisors and planners
- Develop one time recommendations for outside accounts
- All other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor’s degree
- Three years finance, trading or other relative financial services experience necessary
- Series 65 (or equivalent substitute) attained within 120 days of hire
- Mutual fund, equity or bond trading experience

TECHNICAL SKILLS

- MS Office
- iRebal experience preferred
- Orion experience preferred

POTENTIAL ADVANCEMENT OPPORTUNITIES & REQUIREMENTS

- Must be successful in Investment Manager role for 2 years to be considered for:
    - Senior Investment Manager - Investments & Trading team
    - Option trading specialist, Non-Discretionary accounts trading specialist, Alternative Asset trading specialist, Fixed Income trading specialist or International trading specialist - Investments & Trading team
    - Financial Planning Associate - Financial Planning team
    - Emerging Wealth Advisor Associate - Emerging Wealth team