



Girard is a full-service, wealth management firm backed by the strength and stability of Univest Financial – a trusted institution with a 143-year history. We provide independent advice and customized wealth solutions to individuals, businesses, and charitable institutions, to help meet their investing and financial planning goals. We are seeking for immediate hire a **Compensation & Operations Support Specialist** in the **Souderton, PA**.

Responsibilities Include:

Assist with the compensation processing function including, but not limited to, the download of commission files from product vendors into back office systems, reconciliation of commission downloads against system data, deposit of commission checks from product vendors and communication of payout amounts to human resources for payment to representatives.

Maintain monthly firm management reports and provide required product and revenue data as necessary.

Assist with processing Quarterly Advisory Fee payouts to Investment Advisors utilizing Excel and RIA related applications (ie., Black Diamond and Salesforce).

Process daily data downloads into firm back office systems and perform corresponding reconciliation. Also perform system maintenance to identify and purge closed accounts, household existing accounts and maintain accurate data.

Provide operations support as needed for processing ongoing client requests and account update and maintenance functions, including data entry in to back office systems, document scanning, document filing and confirmation letter generation in a timely and organized manner.

Provide operations support as needed for processing new and subsequent business, including data entry, document scanning into back office systems, document filing and other general administrative work in a timely and organized manner.

Responsible for direct client services through telephone and personal contact.

Provide ongoing internal support as needed for the Firm and its Financial Advisors including the management of correspondence, coordinating client appointments, ordering office supplies and sending overnight packages.

Responsible for the maintenance and organization of the Firm records, including but not limited to client files, commission records, and archiving retention files on a regular basis.

Responsible for compliance with laws and regulations that apply to the position, including the Univest Code of Conduct.

Perform additional projects and duties as assigned or required.

Qualifications:

- Bachelor's degree in Business/Finance or equivalent experience in related area desired.
- 6-12 months financial services industry experience with compensation processing and operations experience preferred.
- Series 99 securities license preferred or ability to obtain within 6 months employment. This is a condition of continued employment for this position.
- Knowledge of general securities/financial services industry terminology and practices.
- Strong attention to detail and ability to multi-task in fast-paced and team-oriented work environment.
- Strong communication (verbal/written) and organizational skills with the ability to accept direction and work cooperatively with internal and external individuals and customers while maintaining a positive and professional attitude.
- Ability to work with numbers and work independently with strong administrative and problem solving skills.
- Ability to exercise good judgment, recognize urgency and prioritize tasks accordingly.
- Demonstrated PC skills in Word, Excel and PowerPoint.

Interested? Apply today by emailing your resume to HR@MeetGirard.com.

Equal Opportunity Employer/Minority/Female/Disability/Veteran