



2394 E. Camelback Rd. TEL 602.635.3760 versantcm.com  
Suite 100 FREE 866.303.2347  
Phoenix, AZ 85016 FAX 602.926.2633

## Operations Associate

*If you're both an analytical and a creative thinker, and you like people, a position as an Operations Associate could be an excellent fit. Versant Capital Management, Inc. is looking for the right person to add to our growing operations team. As an independent wealth management and investment (RIA) firm in Phoenix, AZ, we help people and their families reach their financial and life goals.*

### Job Summary

The Operations Associate is responsible for the setup and maintenance of client accounts; compilation and completion of client, custodian (Charles Schwab), and firm paperwork; review and maintenance of client transactions and activity; and execution of client and firm tasks such as asset transfers, preparation of reports, and general support of portfolio and investment strategies.

### Duties and Responsibilities

- Manage and execute cashiering functions for clients, including money transfers, wiring funds, and verifying cash balances
- Prepare client paperwork, including account applications, transfer forms, agreements, contracts, and any additional maintenance forms
- Prepare client deliverables for meetings, including net worth statements, reallocation schedules, performance reports, and paperwork
- Manage and execute assets transfers from contra firm
- Serve as an alternate trader – buying and selling securities as directed by Wealth Counselors and/ or CIO
- Generate and review quarterly performance reports
- Regularly communicate with clients, third-party money managers, CPAs, attorneys, and outside advisors
- Prepare tax packages that are sent to client CPAs
- Scan and file outside statements, copies of tax returns, and miscellaneous reports to Worldox
- Prepare white papers and training materials as needed
- Use applicable technology systems, including Junxure, Black Diamond, RedBlack, Worldox, Microsoft Office
- Use resources online and attend conferences/ seminars.
- Leverage colleagues for their expertise and knowledge regarding compliance and regulatory issues, and managing portfolios

### Qualifications

- 1 to 2 years of experience in the financial services industry
- Bachelor's degree from an accredited university preferred
- Proficiency in Word, Excel, Outlook, CRM
- Strong analytical skills
- Organized, detail-oriented, able to multitask

- Client-first attitude
- Good written and verbal communication skills
- Team player, collaborative, able to work with and through others
- Desire/ability to work successfully in a small company environment

### **Salary and Benefits Pay/benefits are competitive based on industry standards**

- \$60,000 to \$65,000 annual salary, depending on experience
- Eligible for discretionary bonus pool and incentive compensation
- Paid holidays
- Paid health, dental, and vision insurance
- Paid short- and long-term disability insurance, EAP
- Paid parental leave
- 401(k) and Profit Sharing, including a minimum 3% employer match
- 2 weeks (10 business days) of PTO, 1 week (5 business days) PST
- In-office Monday through Thursday, Flex Fridays (work from home), and remote work available during travel
- Matching gift charitable donation program
- Tuition reimbursement for professional accreditation/continuing education requirements, and other education/training opportunities
- Paid covered parking
- Firm-sponsored outings, professional development opportunities, retreats
- Beautiful office suite in a desirable location in the Phoenix financial district
- Developmental assistance and/or leveraging of networks to join non-profit and other outside boards

At Versant Capital Management, we strive to achieve a healthy work/life balance. We enjoy celebrating successes and having fun. We're driven to continue building a workplace, based on inclusive behaviors and equitable systems, where all employees can feel engaged and share their perspectives as valued members of our team.