



JOB INFORMATION

<i>Job Code:</i>	115012
<i>Job Title:</i>	Financial Advisor, Credit Union
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Credit Union
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Meets with credit union members to identify products that match their long-term financial goals. Conducts analysis, provides guidance, and carries out financial planning sales with assigned members. Implements client financial plans, meets with prospective clients, and provides financial education services to credit union members. Adheres to all relevant credit union and broker dealer policies, procedures, laws, and regulations. Meets established activity and sales goals.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree	Business Administration	Or
X		Bachelor's degree	Finance	Or
X		Bachelor's degree	in related field(s)	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years	in financial planning and/or sales.	
	X	5 years	in financial planning and/or sales.	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent written and oral communication skills, and an exemplary attention to detail.
X		Demonstrated organizational, critical thinking, and analytical skills relating to complex financial planning issues and situations.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated ability to work independently with minimal supervision, deftly handle time-sensitive matters, meet strict deadlines, and accomplish sometimes confidential tasks.
X		Demonstrated experience with office management software/tools (e.g. Google suite, Slack, Skype).

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			FINRA license
X			State insurance licensing certifications (e.g., life and health insurance certification, property and casualty insurance)
	X		Certified Financial Planner certification

Other Job Factors

- Must pass background and credit check.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Meets with credit union members to identify products that match their long-term financial goals. Conducts analysis of member data and financial circumstances (e.g., income, assets, debts) to provide clients with appropriate products and guidance. Leverages fee-based financial planning tools to help clients reach various financial goals (e.g., personal, business, retirement, estate). Carries out investment, insurance, and estate planning sales with assigned members. Implements client financial plans and provides servicing appointments with commitment to client satisfaction. Meets established activity and sales goals.				
Provides financial education services to credit union members. Proactively meets with clients, members, and prospective clients (internal and external) to identify new business opportunities and introduce new member relationships. Enhances client relationships and identifies additional sales opportunities (e.g., insurance, estate, and financial planning) via regular annual review meetings; maintains and documents related information in database software (e.g., Salesforce).				
Produces reports as necessary. Utilizes all technology and fact-finding profile forms (e.g., Salesforce) as required for compliance reviews.				
Adheres to all relevant credit union and broker dealer policies, procedures, laws, and regulations (e.g., Bank Secrecy Act, SEC and FINRA rules, confidentiality policies). Completes annual compliance training and maintains currency in new developments in field, market conditions, and relevant financial products.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
-------------------	------------------------------------	-------------------	--------------------------

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.