ECHELON
WEALTH PARTNERS

JOB TITLE: Associate, Managed and Fee-Based Accounts

INDUSTRY: Financial Services

LOCATION: Toronto

REPORTING TO: Director, Operations

COMPANY OVERVIEW

We're a leading independent, Canadian-owned and operated wealth management and capital markets firm, known for our client-centered approach and entrepreneurial spirit. Echelon is a compelling option for investors seeking unbiased investment solutions, professional management, and unparalleled service. We aim to build lifetime relationships and deliver superior service. Our financial professionals have the freedom to offer truly independent investment advice, always putting their clients' needs first. We are also a growing firm, with over $8 billion in assets under administration and management. We service clients across Canada from our offices in Toronto, Oakville, Ottawa, London, Montreal, Vancouver, Calgary, Victoria, Saskatoon, and Edmonton.

Echelon Wealth Partners is proud to be recognized as a Great Place to Work® for four years running (2017-2021) and further securing our place on the list of Best Workplaces® for Financial Services (2019-2021), Best Workplaces ® for Inclusion (2020), and Mental Wellness (2021). We've also been recognized as one of the fastest-growing companies by Maclean's/Canadian Business magazines (2019-2020) and the Globe & Mail (2020).

POSITION OVERVIEW

As Associate, Managed and Fee-Based Accounts, you will be responsible for managing our account base on the fee billing system. This will include the maintenance of client billing amounts in accordance with client agreements as well as ensuring the fee billing process is run on a monthly or quarterly basis as per client agreements. Other aspects include ensuring assets are classified in accordance with billing requirements, and then once a year running the annual fee letter process that generates tax receipts for clients.

CORE RESPONSIBILITIES

- Act as contact point to Advisors for inquiries regarding managed and fee-based accounts, and general queries
- Perform quality assurance reviews on internal and external documents, including communication pieces

- Reconcile managed and fee-based accounts on a daily basis to ensure data integrity and daily adjustments or corrections are completed
- Responsible for managed accounts, billing process, integrity of entry & quarterly portfolio statements
- Liaison with retail advisors and assistants regarding all managed accounts
- Perform any other duties as required and/or assigned

QUALIFICATIONS

- A minimum of three (3) years of experience working in a high-pressure office environment in financial service industry, or a related field
- A minimum of two (2) years of experience working with fee-based and separately managed accounts
- Knowledge of securities, trading, portfolio management, trade settlement, reconciliation, and reporting
- Good working knowledge of Microsoft Word and Excel
- Detail & client-service oriented
- Aptitude for working with technology
- Excellent written and oral communication skills
- Must possess tact, good judgement, and analytical skills
- Strong organizational skills – must be able to handle high volumes during peak periods
- Integrity and sound judgment – can make sound decisions and exercises discretion
- Proactive and solution-oriented, able to use initiative and work independently
- Strong work ethic and be a positive team-player – trustworthy, capable, and reliable.

Application instructions:
To submit your application, please visit: https://www.linkedin.com/jobs/view/2948634710

We thank all applicants for their response but only those considered for an interview will be contacted.

Echelon is committed to fostering an inclusive, accessible environment where all employees and customers feel valued, respected, and supported. If you are invited to interview and require accommodation (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.