RADNOR
FINANCIAL ADVISORS

Job Posting: **Portfolio Administrator**

About Radnor Financial Advisors, LLC

Radnor Financial Advisors, LLC is an independent, fee-only, wealth management firm in the Philadelphia area. For over 25 years, RFA has provided wealth management services to high net worth individuals and corporate executives. Our holistic approach integrates personal financial planning, tax considerations, estate concerns, and investment portfolio management. At RFA, you can experience the benefits of personal wealth management. Our team of highly-qualified professionals comprehensive financial planning focused on the specific needs and circumstances of our clients – investment planning, estate planning, wealth transfer, retirement goals, tax planning, risk management (property and casualty insurance, life insurance, disability insurance) college planning, budgeting, benefits planning and more. We believe the best financial advice is provided by people who are independent and objective. For that reason, we function as a fee-based advisory firm and take care to maintain exclusive advisor-client relationships. We do not sell investment or insurance products and we do not accept commissions. We consider that we have a duty to always act in good faith, and to place our clients' interests first and foremost.

Portfolio Administrator

Radnor Financial Advisors, LLC is looking for a Portfolio Administrator to assist in the conversion to a new portfolio management system. This is an exciting opportunity to grow with the firm and help develop quality assurance processes and manage back office operations.

Duties and Responsibilities:

- Set up new accounts, input of client data, account reconciliation, and monitor and maintain all transactions and activities.
- Interact with back office staff and advisers to resolve any account discrepancies.
- Engage in client service activities (running quarterly reports and reports upon client and/or adviser request, etc.).
- Assist client in completing firm and custodian paperwork as needed.
- Work in a team environment assisting others to ensure excellent client service.
- Prepare ad hoc financial reports as needed.
- Support investment team as needed.
- Complete special projects as needed.

Experience/Skills:

- College degree.
- Ability to work in fast paced environment and think clearly under pressure.
- Ability to collaborate when necessary, work independently, and initiate projects as needed.
- Ability to effectively interact with people across all levels of the business.
- Must be detailed oriented to ensure accuracy and consistency of projects.
- Must have excellent organizational skills.
- Must have a strong technical background.
- Analytical.
- Proficient in Microsoft Excel.
- Ability to work under pressure and meet deadlines.
- Must have excellent oral and written communication skills.
- Ability to take initiative and willingness to accept responsibilities beyond the scope of job description.
- Experience with ByAllAccounts and reporting systems (Advent, Orion, Tamarac) is a plus.
- Industry knowledge and experience helpful, but not required.

Compensation/Benefits: Compensation commensurate with requirements of the position plus attractive benefits.

To apply for the Portfolio Administrator position, you must provide your cover letter, resume, and salary requirements to Ms. Vermillion at radnor@radnorfinancial.com for consideration.