



## **JOB DESCRIPTION**

**TITLE: Operations Specialist**

**DEPARTMENT: Operations**

Independent Financial Group, LLC (IFG) an independent broker/dealer in San Diego, California is currently seeking an experienced Financial Services Professional to fill the role of Operations Specialist for their Operations Department. IFG, America's Finest Broker-Dealer™, is an independent broker-dealer based in San Diego, California with 550 representatives located in over 300 offices across 36 states. Our promise is simple – outstanding service, continuing education and access to the tools and resources to help our advisors maintain their competitive edge. Most importantly, IFG is a place that celebrates quality of life. IFG's success has been recognized in numerous financial services industry publications and received a 9.6 score in REP. Magazine's Independent Broker-Dealer Report Card for 2014. IFG has also gained Inc. Magazine's Honor Roll status for multiple consecutive mentions on their annual Inc.500|5000 list. Most recently, IFG was named #5 on Investment News' list of Fastest-Growing Broker-Dealers in the country.

### **Duties:**

- Assist Investment professionals with client account questions and problems
- Assist Investment professionals with Pershing navigational questions
- Accurately and efficiently set up all new Pershing Brokerage accounts
- Accurately and efficiently set up all new Non Brokerage accounts
- Preparing and mailing out 17(a)(3) client welcome letters
- Process money movement requests (Checks, Fed Wires, ACH)
- Initiate and troubleshoot ACAT's
- Establish NetExchange Client id's and passwords
- Enter in client account information into database
- Respond to e-mails from Investment professionals

### **Required qualifications:**

- Prior industry experience (2-5 years)
- Series 7 and 24 Preferred
- Four-year degree from an accredited University

### **Competencies:**

- Familiar with a variety of Financial/Brokerage industry concepts, practices, and procedures
- Strong attention to detail and accuracy
- Ability to work well under pressure and within deadlines
- Ability to work well with others, both in the home office and with our Registered Representatives and OSJ offices
- Strong organizational skills
- Working knowledge of Microsoft Office

### **Compensation**

Market-level compensation based on experience. IFG offers a competitive benefits package with Company paid Medical and 401k matching. Include salary history with resume.

Send resumes to: [humanresources@ifgsd.com](mailto:humanresources@ifgsd.com)