affiance
financial

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Job Description: Investment Analyst / Trader

Job Title:	Investment Analyst / Trader
Date:	5/15/2025
Reports To:	Marc Usem

Summary Description & Primary Role

The Investment Analyst / Trader is a team player with primary responsibility for supporting the firm's investment management processes and trading operations. The role includes assisting the investment department with research and support related to the firm's investment processes and implementation of investment initiatives through trading. The trader will trade stocks, bonds, mutual funds, and stock options on a client household basis as well as firm-wide block trading for the implementation of broader changes in portfolio holdings or asset allocation. The position is highly process and detail oriented and requires a positive attitude (meaning smiles often) and is interested in pursuing trading and investments as a career. This role involves working closely with Chief Investment Officer, Data Manager, and compliance department as well as communicating regularly with the firm's personnel including advisors, client support specialists, and clients. Excellent written and verbal communication skills are imperative for success in this position.

This role will need the following: a high attention to detail and strict adherence to process, strong time management skills, organization and completion of tasks in time critical situations, a willingness to understand the risk associated with ambiguity, ability to push back and ask questions when information is inadequate or vague.

About Our Company

Affiance Financial, located in St. Louis Park, Minnesota, is a registered investment adviser (RIA) offering broad-based financial planning services to its clients. Affiance conducts its business according to the highest ethical and professional standards, consistent with all applicable statutes, rules, regulations, and internal procedures. We customize our financial planning services based on client needs and circumstances. For a given client this may include, but is not limited to, retirement planning, estate planning, insurance planning, investment planning, tax planning, and college-funding planning.

Essential Responsibilities

- Supporting all portfolio management processes including research and analysis of portfolio holdings, portfolio construction, and portfolio performance reporting.
- Review and organization of third-party investment research as well as vendor research and management.
- Development and maintenance of tools to analyze Affiance's investment portfolios and holdings.
- Supporting Investment Committee meeting preparation including data analysis, performance reporting, market commentary, and report assembly.
- Supporting the creation of internal and external investment related materials as well as providing analytical and technical support for firm presentations, webcasts, and special events.
- Regularly reviewing client portfolios firm-wide to ensure they are in balance and making recommendations to rebalance portfolios as needed.
- Responsible for oversight, maintenance, and enhancement of trading and investment-related databases including data integrity and audits.
- Managing all daily trading related functions – trading, database updates, reconciliation, and reporting.

- Block trading – assisting with pre-trade, trade execution, and post-trade processes.
- Working with custodians to execute trading activity and responding to communication in a timely fashion.
- Proactively and appropriately responding to all issues involving trading related processes, software, and advisor communication.
- Representing and reporting on trading department activity at department level and company-wide meetings.
- Collaborates with team members firm-wide.
- Supporting advisors as well as the Chief Investment Officer, Chief Compliance Officer, and Data Manager with trading and investment related processes, process revisions, and continuous improvement initiatives.

Qualifications Required

Education and Experience

- Bachelor's degree in Business, Finance, Economics, or related field
- Holds or desires to obtain Series 7 & 66 designations
- Experience in investments, trading, and research in a professional organization
- Reliable, team player, self-starter, self-sufficient, and hard worker
- Proven strength in written and verbal communication skills

Knowledge, Skills, and Abilities

- Working knowledge of and passion for investment management, trading, investment research
- Ability to adhere to and enforce internal processes and procedures
- Detail and accuracy oriented with strong ability to follow-through with tasks to completion
- Ability to work well within a team and respectfully challenge ideas and problem solve issues
- Ability to multi-task, prioritize, and work in a deadline-driven environment.
- Must have high energy level and positive attitude
- Ability to respect confidentiality, maintain compliance with policies and procedures, and adhere to fiduciary responsibilities
- Experience with and knowledge of trading financial instruments (stocks, bonds, mutual funds, options) and related analytics in a professional and fast paced environment
- Detailed knowledge of the trading process including SEC and exchange rules, restrictions, limitations, fees, timing issues, execution, and reporting
- Experience with data visualization, dashboards, and presentation of investment-related data
- Experience working in a Windows PC-based environment and with the Microsoft Office suite (Outlook, Excel, Word, and PowerPoint) including strong Excel skills (Vlookup, pivot tables, array formulas, macros, and add-ins)
- Experience with RedBlack, iRebal or other portfolio management, trading, and rebalancing systems
- Ability to learn or experience with Salesforce, Black Diamond portfolio management system, Morningstar, and other software; tech savvy

Compensation and Benefits

- Competitive salary-based structure commensurate with experience
- Firm-sponsored medical, dental, disability and life insurance, with annual employer contribution to Health Savings Account
- 401(k) Profit-Sharing Plan with a generous employer contribution
- Paid holidays and personal days, in addition to an optional Summer Hours program
- Hybrid work environment – three days in office and two days remote weekly
- Reimbursements for continuing education and other pertinent higher-education programs
- Matching gift program. We're committed to giving back to our community for worthy causes.
- Business casual work environment

- Complimentary investment management and financial planning services
- Company gatherings and events

Working Conditions and Physical Requirements

The position is situated in a professional office environment. While performing the duties of this job, the employee is regularly required to speak and listen. The employee is frequently required to walk, sit, stand, reach and use hands in an articulate manner. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The position does not require an individual to regularly lift items over 25 lbs.

Disclosures

This job description does not list all the duties of this position. The Investment Analyst / Trader will be asked by leadership to perform other duties. This individual will be evaluated, in part, based on his or her performance of the responsibilities listed in this job description. Leadership has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or Affiance may terminate employment at any time, for any reason.

Contact

Please email your resume to careers@affiancefinancial.com