COBBLESTONE
CAPITAL ADVISORS

Client Administrative Associate

Cobblestone Capital Advisors, LLC is a privately-owned, Rochester-based, SEC registered, investment advisor offering comprehensive investment advisory and wealth management services. The firm manages over $2.3 billion in assets and has experienced steady growth since its founding in 1986.

Job Summary

We are seeking an enthusiastic candidate to join our firm as a Client Administrative Associate. This role will be an integral part of the Client Service Team and will be responsible for supporting team members across the firm and providing the highest quality of service to our clients.

Duties and Responsibilities

- Support client teams in the execution of client-related work such as:
- New account openings
- Account transfers
- Distribution requests (ACH, wires, journals, checks)
- Private investment subscriptions
- Meeting preparation
- Quarterly and Periodic Reporting
- Name and address changes
- Gift processing
- Check deposits
- Bill payments
- Ensure that all client needs, and requests are handled promptly, accurately, and professionally
- Learn and become able to interface independently with our primary portfolio accounting and CRM systems
- Maintain customer relationship management (CRM) system and ensure accuracy of all Tasks, Cases, and Records
- Participate in all administrative aspects of the private investment life cycle
- Maintain and update quarterly reporting groups
- Perform administrative duties: filing, mailing, scanning, photocopying, binding, faxing
- Work as part of a team to answer phone lines and ensure calls are routed to proper person
- Provide administrative support for our claim litigation process
- Communicate and collaborate with team members regarding accounts and processes
- Provide full back-up support for the CSAs (Client Service Associates)
- Continue to develop technical knowledge and expertise
- Identify and evaluate daily workflows for process improvement opportunities and work with others to enact change
- Perform other job-related duties or special projects as assigned

Qualifications

The CAA position typically requires the following qualifications:

- Associates Degree from an accredited college
- A friendly professional demeanor and ability to excel in a team-oriented environment
- Solid computer skills including capacity to learn new programs quickly
- Strong proficiency with Microsoft Office suite especially Excel, Word, PowerPoint
- Salesforce knowledge a plus or the ability to become proficient quickly
- Systems and process-oriented mindset

- Excellent communication and organizational skills
- Ability to manage time effectively, set priorities and meet deadlines
- Strong attention to detail; a high degree of accuracy is required
- Ability to learn and adapt to change
- Willingness to seek out new learning opportunities to increase your effectiveness in your assigned position
- Ability to complete the CFA Investment Foundations Program within 12 months

Interested candidates must apply here:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3412d63d-3eba-4d9f-93f9-621ab0a2ca92&ccId=19000101_000001&jobId=405107&source=CC2&lang=en_US

No phone calls, please.

We are an Equal Opportunity Employer and our company's policies and practices relating to recruitment, employment, career development and advancement, promotion and retirement are based solely on merit, without regard to all legally protected classes, including but not limited to: race, color, sex, age, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, familial status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.