

POSITION DESCRIPTION

COMPENSATION SPECIALIST

United Planners is a national wealth management firm that provides financial planning, investment management and insurance services. Established in 1987, United Planners is proud of its true independence and its stance of being “**Adamantly Not For Sale**” because it is 100% owned by its employees and financial professionals. United Planners provides back-office support to independent financial professionals, who then help investors manage their wealth to achieve a variety of goals & objectives. United Planners is uniquely structured as a limited partnership that offers ownership opportunities and profit sharing to its employees and financial professionals. We embrace a culture, passion and strategy that caters to the fiercely independent financial services community. United Planners is an open-architecture model that offers flexible, efficient and scalable solutions to position its financial professionals to build and manage profitable businesses. United Planners is Registered Broker-Dealer with the Financial Industry Regulatory Authority (FINRA) / Registered Investment Advisor with the Securities & Exchange Commission (SEC) / SIPC Member.

United Planners is currently seeking a qualified professional to join our Accounting and Compensation Department in Scottsdale Arizona as a **Compensation Specialist**. This qualified professional will be a critical team member and must be flexible and multi-talented to fulfill a broad range of responsibilities. This position is primarily designed to focus on the following areas: remitting compensation checks and ACH payments and processing commission and fee-based compensation for advisors in a timely manner. This position will work with internal and external relationships. Below is a summary that includes, but is not limited to the following details that relate to this position:

A. Core Duties & Responsibilities

1. Sort and process incoming mail for live checks and compensation statements.
2. Remit commission and fee-based payments in compensation processing system.
3. Research, process, and log debit balance compensation statements.
4. Prepare and process checks for daily deposit to bank.
5. Allocate commissions, advisory fees, and financial planning fees manually and via electronic files to appropriate advisors.
6. Conduct research on commission statements and or other commission related questions received from Field Reps or as directed.
7. Update Salesforce notes for sponsor information.
8. Prepare and process compensation advances for advisors by request.

B. Qualifications

1. Professional written & oral communications skills.
2. Creative & analytical skills.
3. Ability to work equally well in a team environment and/or independently.
4. Ability to successfully meet critical deadlines & effective time-management.
5. Ability to effectively present information to groups of peers, managers & registered representatives.
6. Ability to effectively utilize current Microsoft Office tools including Word and Excel.
7. Ability to derive practical solutions to problems with a variety of variables in situations where only limited standardization exists.
8. Ability to initiate self-development including continued understanding & application of new regulations, policy changes, and if applicable, additional licensing and coursework to adapt to changes in industry & job demands.

C. Education & Experience

1. Bachelor's degree is desired, but not required.
2. A combination of education and experience is helpful.

D. United Planners offers competitive salaries and an excellent benefits package that includes:

1. 401(k) with company match.
2. Company paid short/long-term disability and life insurance.
3. Medical including dental and vision.
4. Paid vacation, sick time, personal time off and holidays.

E. Physical

1. Extensive computer-work that requires long periods of time at a work-station (i.e., being seated & stationary; focusing on a screen; typing; email correspondence; training sessions such as webcasts and demos).
2. Customary mobility around the office (i.e., traveling up & down stairs; walking; moving occasional office items, boxes, chairs, desks and other office equipment as well as attending meetings).
3. Extensive phone-work since most of our client servicing is geographically across the country.

For more information, please contact Human Resources at rmedina@upfsa.com or 480-378-2703.