**About AdvisorNet Financial**

AdvisorNet Financial is growing. We are looking for a **RIA Billing and Registration Manager** to join our Portfolio Partners team. Advisornet has been an innovative leader in the financial services industry for over 60 years. We provide the services and support independent financial advisors rely on to operate their firms efficiently and competitively. Over the years we've developed a vast network which allows us to provide our 300+ independent advisors access to the support services and industry partners that advisors in large institutions enjoy without having to be part of a large institution. For more information, please visit us at [www.advisornet.com](http://www.advisornet.com).

AdvisorNet Wealth Management is the Registered Investment Adviser (“RIA”) for AdvisorNet Financial. We partner with entrepreneurial independent financial advisors on their technology, compliance and operational needs in addition to offering a robust and unique “Circle of Services” for our financial advisors through AdvisorNet Financial. Our primary goal is to allow our advisors the time and opportunity to focus on what is truly important to them, while leveraging AdvisorNet for our expertise in the various back office, service, compliance and operational functions that we conduct on behalf of our advisors.

The RIA Billing and Registration Manager is a critical role, responsible for managing, implementing and executing on the client fee billing process for the RIA platform, which includes investment management across multiple custodians, financial planning and consulting arrangements. This role is also responsible for managing and completing the various regulatory registration and licensing filings on behalf of the RIA and advisors.

**Responsibilities**

* Manage and conduct the client fee billing process for investment management, financial planning and consulting arrangements through the RIA platform and affiliated advisors.
* Manage applications responsible for calculating payouts to advisors and the notification and review process.
* Manage and conduct regulatory filings at both the state and federal levels on behalf of the firm and advisors.
* Interact daily with advisors and support staff, address and troubleshoot requests and answer inquiries, or direct them to appropriate areas, in a timely manner.
* Look for opportunities to improve and build efficiencies with current processes.
* Serve as an effective advocate for advisors and clients by collaborating with multiple departments in order to ensure prompt and consistent delivery of excellent customer service.
* Commit to continuous education and professional development.
* Develop cross-functional understanding of department policies, procedures, and responsibilities.
* Assist with department tasks and projects, as assigned.
* Interact with custodians and technology partners as it relates to assigned tasks and projects.

**Qualifications**

* 5+ years of experience in the financial services industry.
* B.A in Business or related field.
* Experience with securities and investment advisory technology applications, preferably Black Diamond, Salesforce and Laserfiche.
* Experience with custodians, preferably Schwab, TD Ameritrade, Fidelity and/or Pershing.
* Direct experience with operations and billing for an RIA.
* Knowledge of SEC, FINRA, and state investment advisory regulations.
* Personable, approachable with a positive attitude and a solution-oriented mindset.
* Able to work independently with superior problem solving, time and project-management skills.
* Able to manage and execute on complex processes with an attention to detail while meeting deadlines.
* Able to listen well and communicate in a professional manner (written, video calling, telephone and in-person).
* Able to manage multiple priorities and projects; prioritize, triage, and resolve conflict effectively.
* Creative problem solver with the ability to anticipate needs and actively participate in a culture of excellence.
* Proficient in Microsoft Platform (Outlook, Word, Excel, etc.).

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*