CORNERSTONE
FAMILY OFFICE, LLC

Cornerstone Family Office: Relationship Manager

About Our Firm: Headquartered in Bryn Mawr, PA, Cornerstone Family Office provides wealth administration and concierge services to a select group of ultra-high net worth families based primarily in the Greater-Philadelphia area.

Position Summary: The Relationship Manager (RM) is a key member of each of our client teams and is responsible for the day-to-day management/administration of the financial affairs for 5-6 client families of the firm. The role requires solid technical skills, along with strong communication skills needed to interact directly with clients and their other advisors. Ultimately, a successful candidate will have the opportunity to advance by becoming a Sr. Relationship Manager with the firm.

Expectations: The Relationship Manager role is a full-time position, in which the candidate will spend on average 50 hours per week. At times, the RM will be required to spend additional time in order to properly service their client accounts, which may include work on nights and weekends (if/when needed).

Position Responsibilities: The Relationship Manager will work with the other members of the Client Team (Sr. Relationship Manager and a Client Administrator) to ensure the following tasks are completed:

- Payment of client bills (cutting checks from appropriate entities using accounting software)
- Tracking and maintaining detailed information related to all client assets (cash, investments, business interests, real estate, physical assets, etc.).
- Preparation of client reporting package (monthly/quarterly)
- Daily monitoring of client cash accounts
- Monitoring, reporting and reconciliation of all client credit card activity
- Tracking and managing all tax-related information and distribution to client's accounting team
- Facilitation of all quarterly / annual tax payments and returns
- Preparation of account paperwork for new banking and investment accounts
- Coordination of capital calls for clients' private equity investments
- Tracking of all portfolio distributions in internal reporting platform
- Transmission of critical data to clients' advisors
- Administration of client Foundations and small business entities (partnerships, LLCs, etc.)
- Tracking clients' international travel in order to notify credit cards of travel status
- Oversight of client's household staff
- Creation of 1099s for client vendors
- Maintenance and upkeep of internal CRM and data management system

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Preferred Candidate Qualifications and Attributes:

- Bachelor’s Degree - Accounting or Finance preferred
- 2+ years experience in accounting and/or investment management preferred
- Strong understanding of basic accounting and tax principles
- Strong understanding of investment / asset management principles
- Experience working with high net worth individuals
- A high degree of personal integrity
- A strong work ethic – takes ownership of actions and responsibilities
- Excellent communication skills, both written and oral
- Strong computer skills – Microsoft Office proficient
- Proficient with QuickBooks