

Overview

Monument Wealth Management is looking for someone with a passion for trading, the markets, and portfolio management to join our Asset Management Team and be the primary trader of our portfolio.

We support and actively strive to help create a more diverse and inclusive financial industry by encouraging underrepresented individuals to apply. Monument is committed to equity, diversity, inclusiveness, and a harmonious working environment.

While a hire local to the Washington DC metro area is preferred, we are open to hiring a remote employee located elsewhere in the U.S.

Job Description

The Portfolio Management Associate works directly for Monument's Lead Portfolio Manager and closely with the Partners, Wealth Planning Team, and Client Experience Team to manage, monitor, and maintain client portfolios.

The successful hire will manage our in-house discretionary portfolios on a day-to-day basis. You will be responsible for monitoring our equity models and a limited number of alternative investment managers, and working directly with bond consultants and traders to construct bond ladders as required.

You will be expected to be an expert on our trading and reporting platforms and up to date on the markets -- You need to know what's going on.

Your primary role is to oversee the models, client portfolios, and trading. This includes knowing everything about holdings across all of the portfolios and managing the portfolios with our trading tools: Orion Eclipse and TD Ameritrade Institutional iRebal®. You will need to monitor client accounts and account alerts on a daily basis. You will provide support to the Lead Portfolio Manager on overall portfolio construction and model management for retirement and non-retirement assets for individual, high-net-worth clients. You will participate in meetings with members of the Monument Team to prepare them for client meetings—including explaining performance, reviewing portfolio holdings, and offering commentary.

Your secondary role is to provide research assistance to the content creation efforts of the whole Team, including creating graphs and tables to support the content.



Additionally, the Monument Team is interdependent, meaning everyone pulls their weight and helps others on the Team as needed. We also all participate in projects outside of our "specialty areas", like exploring and implementing new technology, creating new company policies, improving workflows and processes, and collaborating on new solutions for clients. There is no such thing as "that's not my job" at Monument, and we all pitch in as needed.

Finally, Monument looks for high-confidence/low-ego team members. This is extremely important to us.

Duties and Responsibilities

Applicants should have hands-on experience with TD Ameritrade Institutional's iRebal® platform, Orion's ASTRO system, and Orion applications in general (reporting, etc.). Duties include the following:

- Most Important Duty: Understanding the big pictures: the client's big picture and Monument's big picture. Maintain general market insight—you are expected to know what's going on all the time
- Conduct trading across client accounts as needed using Orion Eclipse, TD Ameritrade Institutional iRebal®, and any other future trading platform we adopt
- Independently monitor, suggest changes and execute trades for client portfolios based on situations caused by model or security level drift alerts, cash balances, etc.
- Conduct account supervision and performance reporting, including running reports, managing report templates, maintaining the data, and verifying its accuracy using the Orion Advisor portfolio management system
- Actively participate in firm-wide initiatives as a member of the Investment Team. Be a bridge between the Asset Management Team and both the Wealth Planning Team and the Client Experience Team to review, manage, and present client portfolios and wealth plans. Help generate portfolio recommendations specific to each client's wealth plan
- Conduct research necessary to prepare client communications and all content creation efforts
- As requested and/or needed, present in client meetings along with the Lead Portfolio Manager on performance, portfolio reviews, asset allocation changes, model performance, and market commentary
- Assist the Lead Portfolio Manager in maintaining and continually improving all internally run, discretionary investment models and contribute to the creation of new models as needed
- Assist the Chief Compliance Officer with compliance functions related to asset management such as 13F filings, best execution review, fee audits, and mutual fund share class reviews
- Conduct due diligence meetings with representatives of select investment firms
- Complete special projects and manage technology vendors as needed



This position does not require any new business development responsibilities. This is not a traditional Financial Advisor / Business Development position in disguise. While initially this is a non-client facing support role, you will earn more discretion, latitude, and client responsibilities with experience and tenure at Monument.

Qualifications

- We are looking for skills: you should have trading and portfolio management experience from current or previous employment. We trade using TD Ameritrade Institutional iRebal® platform and the Orion ASTRO/Eclipse suite. The Asset Management team also uses other general Orion applications (reporting, etc.).
- We will consider all non-traditional education backgrounds but it's likely you will have a Bachelor's Degree or greater from an accredited college or university
- CFA/CMT designation, progress toward completion or enrollment, or commitment to obtain either designation is desired but not necessary depending on trading skills and experience
- Proficient in Microsoft 365, Microsoft Office, Salesforce, and other remote working technologies.
- Digitally savvy: comfortable embracing and adopting tech, video conferencing, chat, mobile, and other software as it comes along
- Intellectually curious, with expertise and/or an affinity for systematic investing (we are NOT a fundamental investment manager, and we do not allocate to third-party active managers)

Salary and Benefits

- Base salary of \$75-85k depending on Orion & TD Ameritrade Institutional experience and skills and if you are a local or remote hire (domicile cost of living will be a consideration)
- This position is eligible for several different bonus plans
- Monument offers a "Path for Advancement" program to guide your career development
- Benefits including 401K, health insurance, a "responsible use" unlimited vacation policy
- While a local hire would be preferred, this is a national search for the right person
 - Local Hire – Scheduled and coordinated remote working and a flexible work schedule is an option depending on the situation. We are happy to discuss and accommodate remote and flexible work so long as it fits in with the rest of the Monument Team schedule and client responsibilities
 - Remote Hire – You will be expected to work on East Coast time regardless of your location. There will be a quarterly travel requirement to spend at least a week in the Alexandria, VA office with the Team and some immediate travel for onboarding and training
- Another benefit: Monument is pretty fun. We are dog friendly and have a "snappy casual" dress policy. Think nice jeans and a presentable shirt when in the office



Who Should Apply

If you are a razor-sharp, innovative, collaborative, and creative thinker with a renegade spirit and zero commitment issues, you should put some time into telling us about that and why we should consider meeting you. We are not looking for a “trading robot” or glorified administrator: we want someone with an open, inquisitive mind who is always thinking of ways we can do things better.

Please send your resume and letter of interest to careers@monumentwm.com.

Include all social media feeds and profiles along with any writing or blog examples.

Spend time researching our firm by visiting our website, watching our videos, listening to the *Off The Wall* podcast, and reading our blog. If Monument and this position sound interesting to you, please include in your letter:

- Why you are a good fit for our brand, culture, Team, and position
- How you can contribute to the above
- Examples of anything that highlights you or your work – any and all mediums are acceptable

We will review your credentials and will respond with more detail about this opportunity. You should anticipate multiple rounds of interviewing with members of the Team (video and in-person).

Important, Read This – Who Should Not Apply

People looking first and foremost for a very structured experience and/or a big company name on their resume should move on. If you cannot assimilate into an interdependent Team that relies on each other to do their work and get along, you will not succeed at Monument.

If you do not take pride in the culture you will be joining and value the clients above all else, this opportunity is not a good fit. If you have no personality and no sense of humor or need to be told what to do every second of the day, Monument is not the place for you. No egos.

If you are not intellectually curious or someone who loves to tinker with things to make them better, you will not be a good fit. If you don't get excited about discovering new things or exploring new capabilities with tech vendors, you will not be a good fit.

This is a place to take what you do very seriously but not one where you take yourself too seriously. Monument is a process-driven firm and Team. If you cannot deal with processes and systems or are someone who lacks drive and initiative get your work done, this is a bad fit.

If you want a job where you just do your own thing, this is a bad fit. Monument is an interdependent Team from the owners on down.



It seems like this should go without saying, but if you can't get to work on time, are unreliable, or abuse the remote work and unlimited vacation policy, you'll be asked to hit the bricks pretty quickly because you will not succeed at Monument.

Finally – Monument has several dogs who come to the office during the week. If you don't like dogs, please factor this into your decision to apply. Seriously, if you don't