AllBackoffice Advisor Solutions

Advisor Solutions:

Our AllBackoffice Advisor Solutions provides boutique RIAs a full-service service and infrastructure partner with an open-architecture choice of service and technology partners. AllBackoffice provides a single point of contact, concierge/executive admin. + a diverse operations team to fill in the gaps and integrate workflow and technology.

Offering easier access to solutions – at-the-ready expandable expert resources – operations best practice consulting, operations administration, compliance admin., marketing admin., IT experts.

Our professional operations administration team is made up of a mix of experienced operations, IT, and portfolio accounting experts, including former entrepreneurs, MBAs and long-time RIA industry veterans. Our dedicated account managers emphasize training and careful adherence to RIA written policies.

Team members are vetted for expertise and attention to detail, with credit and legal background checks, as well as personality testing for high conscientiousness and agreeableness. We value relationships.

Services and Solutions

A La Carte Services

Client Support Services – Operations Administration

- New Client Onboarding – Account opening processing
- Custodian process and issues management
- Document prep – for meetings or per client requests
- Client email and phone support
- Advisor and Client Support Requests
- Assembling Client Data for Financial Planning
- Leverage Document Storage Portal for All Possible Scenarios, How to Assist Virtually with Non-Tech-Savvy Clients
- Data Collection and Data Entry for Risk Analysis and Investment Planning
- Client Account Aggregation Support

Accounting, Reporting, and Billing

- Daily Maintenance of Portfolio Accounting Software -Open Architecture – we support best-of-breed technology
- Quarterly Reporting Preparation and Delivery
- Advisor Billing and Quality Assurance
- Held-away account aggregation, reconciliation and manual entry, client assistance
- Print, Stuff, & Mail Reports or Prep for Electronic Delivery (emailing & portal)
- QuickBooks Management

Compliance Administration

- Administer Advisor Compliance Calendar – to ensure no items missed
- Maintenance of client contracts and other compliance document tracking
- Annual Form ADV data gathering and updates
- Cybersecurity Preparedness
- Creation, Maintenance, and Updates of Written Policies
- System Checks and Testing Compliance
- Books and Records Maintenance

IT – Managed Services Administration

- Manage Local Machines, Laptops, and Additional Hardware
- Remote Desktop, Cloud Integration
- Data Integration Across Systems and Software
- Remote Support
- Cybersecurity Support – Reviews – Vetting and Documentation
- Software Selection and Due Diligence

Marketing – Coaching, Solutions, Social Media Administration

- Marketing Consulting
- RIA Launch and Branding
- Website Launch, and Support
- Direct and Network Marketing Administration
- Content Distribution, Drip Marketing, Social Media Management
- Branded Client Gifts

Project Work Solutions

- Software and Technology Implementation and Management
- RIA Launch and Assisting RIAs with Advisor Transition
- Outsourced Recruiting and Hiring – In-Sourced Staffing
- Market Research for Focused Need
- Product Due Diligence for Products Such As CRM, Financial Planning, Portfolio Accounting
- Software and Document Management System Conversions
- Data Mining and Data Preparation for Firm Valuation During Merger Due Diligence