



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Trust Operations Officer	<b>JOB GRADE:</b>		<b>FLSA:</b>	Exempt
<b>BRANCH/DEPT:</b>	Trust	<b>REPORTS TO:</b>	Managing Director	<b>REV. DATE:</b>	8/6/2012

### SUMMARY:

The Trust Operations Officer is responsible for the overall coordination of daily operations for the Trust Department. The Trust Operations Officer implements and maintains operational controls for the Trust Department with a focus on transactional reviews, account and asset reconciliations, record keeping, and tax and portfolio accounting functions. The position requires a strong orientation towards operational efficiency, productivity, internal controls, compliance and process improvement. The Trust Operations Officer must be able to operate effectively in a growth oriented, team focused, and transformational environment and be ready to support the Trust Administrative Officer in the delivery of a variety of Trust administrative services. Additionally, the Trust Operations Officer needs to be ready to assist the Managing Director with the execution of investment and vendor due diligence reviews, risk analysis, and other fiduciary administration matters.

### REQUIREMENTS:

- Bachelors Degree
- Excellent verbal and written communication skills
- Strong judgment, ethics, and decision making skills
- Superior attention to detail
- Working knowledge of Trust operations and administration
- General understanding of principal and income accounting
- Proficiency with Microsoft Office (Excel, Word, Outlook)



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### PREFERRED:

- Relevant degree in Trust, Law, Finance, Accounting, or Investment Planning
- Previous experience in Trust operations or administration
- MBA, CPA, CTFA, JD, CFP, or in the process of obtaining professional designation

### PRINCIPLE ACCOUNTABILITIES:

- Processing, clearing, servicing and settlement of transactions
- Routine operational balancing and reconciliations of accounts and assets
- Development of proficiency with the Trust accounting system
- Implementing and monitoring internal controls
- Resolution of transaction and custody exceptions
- Processing secure wire transfers
- Performing complex inquires and research
- Handling open items and departmental payables/receivables
- Ensuring adequate due diligence and record keeping
- Assisting with daily Trust administrative issues

### HOURS:

- Monday – Friday (8:00 am – 5:00 pm)
- Minimal Travel Required