



TRUST & BROKERAGE ADMINISTRATOR JACKSON

United Bank is a growing 114 year old \$1.3 billion Community Bank that proudly provides *Signature Service* to our customers in 18 locations in 11 counties throughout Middle Georgia.

Job Summary:

Assist with the administration of trust and brokerage accounts held in the Investment & Trust Department. Has direct contact with customers, Investment/Trust Officers, bank staff, beneficiaries, lawyers, accountants, and trust and brokerage support teams. Women and Minorities are encouraged to apply.

Trust duties include but are not limited to the following:

- Assists & supports Officers in the servicing of existing trust clients and administration of estates.
- Manages Officer's phones and calendars.
- Assists with Managed & SDIRA client accounts; bill paying, fund transfers, distributions, ACH deposits, the addition of assets to accounts, opening and closing accounts and other maintenance of client accounts as requested by Advisors.
- Responsible for accurately preparing accounting entries, receipts and other documents.
- Prepares Annual Review Reports for Advisors.
- Assists Officers in research and report generation from Trust Accounting system.
- Responsible for reviewing daily transaction reports and working with Operations to make any necessary adjustments.
- Works with Compliance Officer to ensure that Trust Department procedures meet guidelines.
- Assists clients with online access issues.
- Assists Officers in resolving client questions or problems.
- Assists with Signature Medallion Clients to review documentation to ensure it meets requirements for the transaction.
- Responsible for Imaging documents into the Infovisa/Maui system
- Notary Public.
- Backup for Trust & Brokerage Administrator II.
- Assists with special projects as assigned.

Brokerage duties include but are not limited to the following:

- Assists & supports Officers in the servicing of existing brokerage clients.
- Assists Officers in opening brokerage accounts, as well as receiving deposits and securities and other maintenance to client accounts.
- Assists Officers in closing accounts for brokerage clients.
- Prepares Required Minimum Distribution Reports for Officers to ensure RMD is satisfied.
- Where appropriate deal directly with clients and help meet their needs.
- Research customer inquiries promptly.
- Inform clients of changes to their accounts.
- Process necessary paperwork for clients.
- Keep sales materials current and in stock.
- Assists with various compliance reports.
- Track commissions and review bi-monthly commission reports for accuracy.
- Assists Officers in preparing for LPL audits.
- Complies with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.

Requirements:

- College Degree preferred.
- A financial background is not required but preferred.

- Computer skills a must – Microsoft Outlook, Word, Excel and PowerPoint.
- Strong organizational and time management skills required.
- Ability to track and follow-up on multiple projects simultaneously.
- Exceptional written and verbal communication skills.
- Must exhibit strong attention to detail and high degree of accuracy.
- Must be able to work independently as well as with a team.
- Must demonstrate problem-solving skills.
- Ability to exercise confidentiality and exercise good judgment in decision making.

United Bank provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veterans status, disability unrelated to job requirements, genetic information, military service, or other protected status. Please apply online at www.accessunited.com and select the Careers link at the bottom of the page.