



## **TRUST OPERATIONS SPECIALSIT I BARNESVILLE**

### **Job Summary:**

May perform various daily reconciliation, general maintenance and input, processing of related transactions and other functions related to Trust Operations. Provide operational support for the Investment & Trust Department.

### **General Description / Duties:**

- Process daily work to include:
  - Deposits to individual accounts;
  - Securities purchases, sales, receipt and delivery;
  - Asset maintenance;
  - Release dividend and interest maps;
  - Research and post corporate actions;
  - Settle purchase and maturity of certificates of deposit and release interest payments.
- Download daily transactions and asset holdings from third party websites.
- Responsible for settling daily cash with the custodian bank.
- Responsible for trust settlement account clearing on a daily basis- i.e. social security payments, HH Interest and various wires received for clients.
- Reconciliation of trust cash and assets on a daily basis.
- Works closely with operations and trust management to assist with department and procedure development and other special projects as needed with an emphasis on efficient and streamlined processes.
- Reconciliation of trust checking account on a monthly basis.
- Assists Trust personnel in problem resolution as needed: communicates in a professional manner with clear emphasis on providing quality customer service and operational support.
- Identifies conflicts or operational problems that might impact the integrity of both internal and external customer relationships and recommends corrective action.
- Responsible for bill payment & distributions for Trust and Self- Directed IRA clients.
- Closeout month end in a timely manner.
- Print and mail monthly statements to clients.
- Assist with client internet access inquiries and password resets.
- Assist with tax reporting- i.e. 1099, 1099R & 5498.
- Position will be required to comply with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.

**Job / Experience Requirements:**

- High school diploma or GED required.
- Trust or Banking experience preferred.
- Customer service oriented and a team player.
- Ability to make sound judgment decisions and to discern severity of operational problems.
- Knowledge of Federal and State banking regulations.
- Ability to maintain confidentiality.
- Working knowledge of word processing and spreadsheet software applications.
- Excellent organizational skills, able to prioritize responsibilities and adhere to deadlines.
- Excellent communication skills: communicates respectfully in a straightforward and assertive fashion while listening carefully to what others are saying.
- Analytical and good problem solving skills.
- Ability to respond quickly as required by changing circumstances.
- Demonstrates effective project management and time management skills.
- Must be willing to cross train and complete other assigned duties.

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