

Trust Administrator

Job Brief

This position requires professional expertise in the technical knowledge of trust law and regulations, funeral and cemetery pre-need law, an understanding of investment management, knowledge of tax considerations, and familiarity with the internal policies and procedures of a bank trust department. This position is responsible for proactive account management including account set up, investment performance review and ongoing customer support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as a client relationship manager and liaison between customers, tax, accounting, legal and operations personnel. Strong interpersonal skills are required. Travel as required.
- Ensure that excess or surplus funds are invested according to terms of client's wishes and agreement.
- Responsible for the three types of fiduciary account reviews; pre-acceptance, initial post-acceptance and annual. Identify any potential self-dealing and conflicts of interest issues prior to acceptance.
- Work with auditors, both internally and externally, to facilitate any required examinations of customer accounts.
- If another trustee is named to succeed a trust administered by ClearPoint, manage in a timely manner the efficient transfer of assets and records to the successor trustee.
- Evaluate trust rollovers to determine if acceptable to ClearPoint. For the rollovers which are acceptable, this position will work with an Assistant Trust Administrator to coordinate the successful and timely transfer of assets and records.
- Responsible for the daily administration of customer accounts. Examples of daily administration would include tracking dates and deadlines, timely deposit, withdrawal and transfer of funds, periodic customer reporting and presentation, tax worksheet preparation, document filing system.
- Recognize, develop and install new procedures as necessary and instruct personnel regarding them.
- Conduct regular investment reviews and discussions with clients.

REQUIREMENTS

- ❑ Four year college degree in business, legal or related field required.
- ❑ Three to five years related fiduciary experience or equivalent combination of education and experience.
- ❑ Knowledge of investments with the ability to discuss and present recommendations to customers.
- ❑ Demonstrated problem solving, decision making and communication skills, both written and spoken.
- ❑ Continuous Improvement mindset. Must take initiative to address issues proactively.