



## Trust Operations Associate

### Identifying Information:

- Department: Trust
- Reports To: Melanie Crane & Michael Nusbaum
- Location: Main Office
- Hours: 8:30 am – 5 pm

### Summary:

- Assisting and working with Trust Operations personnel performing daily duties.

### Essential Duties and Responsibilities:

- Performs data entry on the Trust Accounting System for cash processing to support disbursement and receipt transactions for checks, wires, ACH, transfers, tax withholding, and general ledger posting
- Prints and mails Trust checks
- Settles cash management transactions and securities transactions
- Responds to both internal and external customer inquiries
- Brings daily entries to branch relationship banker
- Processes asset income received on trust assets and researches income exceptions
- Participates on department project implementations as assigned
- Performs document filing and retrieval as needed
- Other Duties as Assigned

### Required Traits/Behavioral Competencies:

- Attention to Detail
- Dependability
- Curiosity
- Can work in a courteous and tactful manner
- Demonstrates organizational skills with the ability to prioritize and juggle competing demands

### Qualifications/Education/Experience:

- Bachelor's degree preferred but not required

### Job Competencies/Skills:

- Working knowledge of Excel and Word
- Strong verbal and written communication skills
- Ability to work independently

### Work Environment:

- Cubicle