

## LCNB National Bank: Trust Investment Assistant

Education/Experience: Bachelor's Degree in Financial Management or related. Interest in obtaining CFP, CFA, CIMA designation(s) preferred.

Primary Responsibility/Duties: Assist in all aspects of the investment management function for the Trust Department including support for portfolio management and security analysis.

- Securities Trading – Work with PM's to execute stock, bond, and mutual fund trades. Ensure timely, and accurate execution of all trades. Work with operations staff and outside brokers to ensure proper settlement of all trades.
- Support Trust Investment Marketing/Client engagement – Work with PM's to prepare and bind client presentation materials for meetings. Regularly update and maintain LCNB economic and market chartbook on Bloomberg and Excel. Run performance reports for PM's as requested.
- Responsible for voting the department proxies in accordance with department policy and ensuring that all capital change(s)/corporate actions are elected in a timely manner. This includes coordinating with outside investment advisors to make election for securities held at LCNB.
- Assist in the analysis of all Trust Department investments. Work with PM's and Analyst to review stocks, mutual and exchange traded funds, municipal bonds, corporate bonds, treasury and agency securities. Periodically review securities within the Trust Accounting system and work with operational staff to ensure securities are coded correctly within the system.
- Assist other Trust Officers in compliance/audit/exam preparation and other Trust duties as needed.

### Knowledge, Skills, and Abilities:

- Must be proficient in Microsoft Office software with advanced to intermediate knowledge of Excel. Ability to quickly learn how to use other department software including Accustrust Cheetah, Bloomberg, Money Guide Pro, and Morningstar.
- Strong analytical, statistical, and math knowledge preferred.
- Strong oral and written communication skills, including interpersonal skills.