

Trust Operations Specialist I – Junction City, KS

POSITION SUMMARY:

The Trust Operations Specialist performs administrative duties and assists the Trust Operations Manager with daily operations of the Trust Department.

Principal Job Duties & Responsibilities:

1. Balance daily transactions on trust accounting system software and general ledger accounts.
2. Purchase and redeem money market funds to trust accounts.
3. Manage pre-set distributions to trust clients
4. Prepare checks for trust account bills and distributions per instructions from Trust Officer.
5. Process receipts and disbursements for bond issues, taxes, fees and trust deposits.
6. Other functions and responsibilities may be added at the company's discretion.

Other Functions:

1. May serve as back up for other trust department employees.
2. May post broker trades on system.

Position Qualifications: Minimum Requirements Necessary

1. High School Diploma or College Degree preferred.
2. Skill in researching complex issues and developing recommended actions.
3. Ability to prepare and analyze comprehensive reports.
4. Self-starter with multi tasking and prioritizing skills.
5. Intermediate computer and MS Office skills.
6. Service oriented with strong interpersonal, oral and communication skills.
7. Professional in conduct and appearance.
8. Strong ability to apply good judgement, discretion and confidentiality in all phases of work.

Additional Knowledge, Skills and Abilities :(Willing to train applicant)

1. Experience in trust operations or related bank experience.
2. Knowledge of:
 - Trust Operations
 - Securities Transactions

Working Environment:

Normal office environment with little exposure to excessive noise, dust, temperatures and the like. Typically sitting at a desk or table, intermittently standing, walking, bending, crouching and stooping and performs repetitive motion. Occasional light lifting 20 lbs or less. May be required to work an alternative schedule.

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