



Example of Corporate Trust Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of corporate trust. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for corporate trust

- Accurately completes Time Card on a daily basis and reviews and signs off on staff time cards
- Monitors staff attendance and time recording on a daily\weekly basis
- Reviews and approves staff vacation ensuring that account is sufficiently staffed at all times
- Manages staff performance and carries out semi-annual appraisals and identifies training needs of staff
- Maintenance of a professional and motivating working environment
- Meeting or exceeding internal and external quality standards for exceptional customer service
- Applies Operations, Technology and Business strategies and objectives across product and business lines within all internal and external policies/guidelines and requirements of the regulators
- Where appropriate, builds and maintains relationships with internal and external stakeholders to provide a point of contact within the functional team for time critical, complex or regulated tasks
- Informs product / function development to ensure a superior offering in the face of changing client needs and market trends, acting in a Subject Matter Expert (SME) capacity
- Ensures the escalation of operational, regulatory and other risks to the COO and senior management functions

Qualifications for corporate trust

- Experience in SEI, Bond accounting systems, and/or Tickler Monitoring System systems preferred
- 4 years of Financial reporting, accounting or equivalent experience in a related field
- Ability to work independently, prioritizing and meeting multiple deadlines
- Ability to prepare and present working papers and supporting documentation
- Proficiency with PC software such as Excel, other Microsoft Office applications
- Ability to express ideas clearly and effectively in both written and oral communications