



Example of Trust Accountant Job Description

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Our growing company is hiring for a trust accountant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for trust accountant

- Independent bookkeeping of bank transactions and other transactions necessary to maintain full sets of account preparation of financial statements and minutes of an individual portfolio of companies
- Preparation of financial analysis
- Training, directing, and reviewing the day-to-day activities and work product of the Junior Accountants
- Book to tax accounting
- Completion and review of monthly financial statement reporting books
- Completion and review of internal & external budgets
- Oversight of for-profit entities
- Preparation and/or review of annual audit workpapers
- Calculation of performance and working alongside our Investment Manager
- Acting as a liaison with internal colleagues, outside consultants and other offices

Qualifications for trust accountant

- Maintenance of all company policies and procedures with respect to the format layout and presentation of the Financial Statements the adherence to internal controls agreed with Compliance and the Manager of Finance
- Where required devise, implement and monitor procedures and processes for other financial administration that PCAT is responsible for, including but not

- Accounting-only services clients – Responsible for the timely preparation of annual and quarterly financial statements, consolidations and reporting packs to meet client and client auditor deadlines, where applicable
- Accounting-only services clients – Act as the first point of contact to client staff and service providers for all accounting and financial statement preparation matters
- Accounting-only services clients – Support the primary relationship manager in determining client requirements, time tracking, billing and fee monitoring to aid them in the negotiation and collection of accounting service fees
- CPA/Enrolled Agent