



Example of Trust Accountant Job Description

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Our growing company is looking to fill the role of 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

- Maintain accounting records for Trusts, Pooled Income Funds, and Specials Investments
- Record transactions and perform reconciliations for the designated accounts
- Responsible for the monthly and annual accounting close
- Perform money market trade booking and income reinvestment processing
- Reconcile HMC and external custody positions
- Allocate income to the appropriate accounts
- Monitor daily cash balances
- Maintain and update gifts in the database for trusts
- Perform monthly takedown of distribution to trust beneficiaries
- Work closely with Fidelity and State Street Bank to resolve system or custody issues

Qualifications for trust accountant

- CPA preferred, eligibility required
- MS in Accounting, required, MS in Taxation, a plus
- Communicate with the internal teams to ensure accuracy and completeness of record
- Participate in testing of system upgrades
- Prepare and review financial statements for trusts
- Ad hoc projects as needed by the department