



Example of Trust Accountant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of trust accountant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for trust accountant

- Liaison between NASC, ESC, Division Labor, Human Resources, Finance and individual trust funds
- Reconciliation of benefit accounts in the general ledger
- Setup and reconcile employee payroll deductions for benefits
- Support team members on all analysis issues
- Look for areas of opportunity to create enhancements and efficiencies within existing systems and processes
- Make recommendations for system and process improvements
- Lead by example, provide positive reinforcement/constructive feedback
- Prepare periodic financial statements/reports for management of various trust funds
- Analyze financial reports and review expense records using QMF, DME, and Access
- Participate and support all departmental functions while continuing to motivate others

Qualifications for trust accountant

- Responsible for the preparation and administration of Financial Statements and the posting of third party statements relating to the Financial Statements for the Personal Trust Department ensuring optimal service and to assist with any other financial administration projects that are the responsibility of PCAT
- Outstanding analytical, organizational, and interpersonal skills

- Ideal candidates will have at least two (2) busy seasons in tax preparation, with experience preparing trust income tax returns
- Experience with gift and estate tax returns and wealth transfer planning is desirable but not required
- Four to six years analytical experience in a larger organization with systems both LAN-based and mainframe