



Example of Trust Associate Job Description

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Our company is growing rapidly and is hiring for a trust associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for trust associate

- Prepare materials for meetings and capture meeting minutes in an accurate, complete and professional manner
- Maintain client files, through organizing, scanning and filing
- Assist with responses to internal and external audit requests
- Additional duties as needed, such as assist with ordering supplies and special projects as assigned
- Daily review of transaction journals and cash reports
- Prepare same-day or future disbursement entries pursuant to requests and approvals
- Gathering of documentation related to new RE/UA holdings
- Monitoring and posting wire activity
- Receiving and timely filing of holding statements, including K-1s, and updating market values and tracking log based on these statements
- On-going compliance, regular reporting and monitoring of RE/UA portfolio

Qualifications for trust associate

- Strong technical knowledge in MS Office applications, specifically Excel
- Ability to consistently work with accuracy
- Affinity with numbers and risk analysis
- Pursuing an MBA or JD with Graduation Date between December 2016 or June 2017 required
- Experience with the rules and regulations governing trust companies

- Work experience in Custody, Transfer Agency, Cash Transactions or Fund Accounting is required